



Meetings are held at the
Ilwaco Community Building Meeting Room
158 First Ave North in Ilwaco, WA

**CITY OF ILWACO
CITY COUNCIL MEETING**

Monday, November 10, 2014

5:00 p.m. CRITICAL AREAS ORDINANCE WORKSHOP

6:00 p.m. REGULAR COUNCIL MEETING

AGENDA

- A. Call to order**
- B. Flag Salute**
- C. Roll Call**
- D. Approval of Agenda**

E. Consent Agenda

All matters, which are listed within the consent section of the agenda, have been distributed or made available for review to each member of the council prior to the meeting. Items listed are considered routine and will be enacted with one motion unless a council member specifically requests it to be removed from the Consent Agenda to be considered separately. The staff recommends the approval of the following items:

- 1. Approval of Minutes (TAB 1)**
 - a. October 27, 2014, Regular meeting
 - b. October 30, 2014, Special meeting
 - c. November 3, 2014 Special meeting

- 2. Claims & Vouchers (TAB 2)**
 - a. Checks: 37135 to 37143 + Electronic \$33,525.99
 - b. Checks: 37144 to 37191 \$58,429.70
 - GRAND TOTAL: \$91,955.69

F. Reports

- 1. Staff Reports (TAB 3)**
 - a. Police Chief's report
- 2. Council Reports**
- 3. Mayor's Report**

G. Comments of Citizens and Guests Present

At this time, the mayor will call for any comments from the public on any subject not on the agenda. Please limit your comments to five (5) minutes. The City Council does not take any action or make any decisions during public comment. To request an item be added to a future agenda, please contact the city clerk for the council rules of procedure for agenda items.

H. Public Hearing

1. 2015 Property Tax Levy

I. Business

1. Ordinance Establishing 2015 Property Tax Levy and Certification (TAB 4) – *Cassinelli*

J. Discussion

1. Private Sewer Lines – Definitions, Process and Responsibilities (TAB 9) – *Marshall*
2. Resolution Amending the Fee Schedule for the 2015 Utility Rates and Connection Charges (TAB 10) – *Cassinelli*
3. Ordinance adopting the budget for the City of Ilwaco for 2015 (TAB 11) – *Cassinelli*
4. Contract for Technical Services between the City of Ilwaco and the Pacific County Economic Development Council (EDC) (TAB 12) – *Cassinelli*

K. Correspondence and Written Reports

1. Planning Commission drafted minutes (TAB 14)

L. Future Discussion/Agendas

1. Amended Procedures Ordinance --*City Planner*
2. Pursuit of New Agreement with Seaview Sewer District –*Cassinelli*

L. Adjournment

M. Upcoming Meetings

COUNCIL/COMMISSION	PURPOSE	DAY	DATE	TIME	LOCATION
City Council	Regular Meeting	Monday	11/10/14 11/24/14	6:00 p.m.	Community Building
City Council	Special Meeting Seaview Sewer District	Thursday	12/04/14	6:00 p.m.	Ilwaco Fire Hall
City Council	Special Meeting Critical Areas Ordinance Workshop	Monday	11/10/14	5:00 p.m.	Community Building
Parks & Rec. Commission	Regular Meeting	Tuesday	11/12/14	6:00 p.m.	Ilwaco Fire Hall
Planning Commission	Regular Meeting (meetings subject to cancellation if there is no business to transact)	Tuesday	11/18/14	6:00 p.m.	Ilwaco Fire Hall
Port/City Meeting	Regular Meeting	Tuesday	11/25/14	6:00 p.m.	Port of Ilwaco Meeting Room



**CITY OF ILWACO
CITY COUNCIL MEETING
Monday, October 27, 2014**

A. Call to order

Mayor Cassinelli called the meeting to order at 6:00pm

B. Flag Salute

The Pledge of Allegiance was recited.

C. Roll Call

Present: Councilmembers Jensen, Karnofski, Marshall, Chambreau and Forner; Mayor Cassinelli.

D. Approval of Agenda

ACTION: Motion to approve the agenda (Karnofski/Forner). 5 Ayes 0 Nays 0 Abstain.

E. Approval of Consent Agenda

Including Checks 37096 to 37098 + electronic totaling \$19,579.51 and Checks 37107 to 37134 totaling \$64,669.29 for a grand total of \$84,248.80.

ACTION: Motion to approve the consent agenda with the addition of check #37134 for \$9,457.83 for a grand total of \$84,248.80 (Jensen/Karnofski). 5 Ayes 0 Nays 0 Abstain.

F. Reports

1. Staff Reports

- a. Treasurer Elaine McMillan provided a written report. She mentioned that she has been working on closing out some of the construction projects in addition to working on the 2015 budget. She offered to answer questions on her report.
- b. Parks Chair Nick Haldeman explained the city park project was ranked #36 of 72 projects in the funding list and that the Black Lake park project was not moving forward. He has met with councilmembers Forner and Karnofski. He would like to have a joint council and commission meeting in early 2015.

2. Council Reports

- a. Councilmember Jensen was thankful that a tree had been removed from the Black Lake trail.
- b. Councilmember Karnofski had met with Nick Haldeman and attended a budget meeting.
- c. Councilmember Marshall had also attended the budget meeting and was mentioned the meeting with Seaview Sewer.
- d. Councilmember Chambreau had attended the Port/City meeting and the budget workshop.
- e. Councilmember Forner had met with Nick Haldeman and with a representative from the historical society regarding the buildings downtown. He noted that he did not hear the sirens

sounded for the Great Shake drill. He expressed his believe that the city should work on retaining emergency food and supplies for a natural disaster. The fire department will be open for Halloween.

3. Mayor's Report

Mayor Cassinelli announced that crews would be flushing this week. He had attended the Port/City meeting, the Port budget workshop, candidate forum, a meeting regarding the Goulter contract renewal, the Port meeting, TAC/PCOG, budget workshop, and a meeting with Seaview Sewer District Chair Malin.

Mayor Cassinelli announced that the council could not accept public comment on the Conditional Use Permit Application for 211 Pearl. The public hearing was closed at the previous council meeting. Anything that had been received and submitted to the public record after the hearing was to be disregard by the council.

Councilmember Marshall suggested that anything received after the hearing could be considered as ex-parte communications to the record. Mayor Cassinelli said he would have that reviewed after the meeting.

G. Comments of Citizens and Guests Present

Ann Clark introduced herself as the current owner of 211 Pearl.

H. Business

1. Amendment to Ordinance #720 Public Nuisance Noise Disturbances

ACTION: Motion to adopt the proposed ordinance amending Ordinance #720 section "O" and adding definitions for "a sleeping unit" and a "non-sensitive unit."
(Forner/Chambreau) 5 Ayes 0 Nays 0 Abstain.

2. Washington State Public Works Board Loan Repayment Date Amendment to Loan Agreements

ACTION: Motion to authorize Mayor Cassinelli to execute the four Public Works Board Loan Amendments to move the payment due date from July 1st to June 1st.
(Chambreau/Forner) 5 Ayes 0 Nay 0 Abstain

3. Ordinance Establishing the 2015 Pay Table

ACTION: Motion to adopt the ordinance establishing the 2015 pay table.
(Marshall/Forner) 5 Ayes 0 Nay 0 Abstain

4. Promotion for Utility Worker

ACTION: Motion to approve the mayor's recommended promotion of Austin Benson to Grade 7 Step 1 on the 2014 pay scale effective October 27, 2014.
(Marshall/Chambreau) 5 Ayes 0 Nay 0 Abstain

5. Interlocal Agreement between the City of Ilwaco and the Port of Ilwaco for fire protection ACTION: Motion to authorize the mayor to execute the Interlocal Agreement between the City of Ilwaco and Port of Ilwaco for the City to provide fire protection. (Karnofski/Chambreau) 5 Ayes 0 Nay 0 Abstain

6. Elizabeth Avenue Improvement Project and Sidewalk Project Closeout

ACTION: Motion to accept the Elizabeth Avenue Improvement and Sidewalk Maintenance project as complete upon receipt of the final affidavit and authorize the mayor to execute the Final Contract Voucher Certificate and proceed with project close out. (Chambreau/Karnofski) 5 Ayes 0 Nay 0 Abstain.

J. Discussion

1. Conditional Use Permit – Vacation Rental 211 Pearl St

Planner Ryan Crater apologized for being absent at the prior meeting. He offered to answer questions on his staff report. He advised the council they could add any conditions they wanted. Councilmember Forner thought the city should have more enforcement when a violation occurs. Councilmember Karnofski noted the burden on the public road. Crater pointed out the recommended route and parking requirement for trailers. Jensen questioned whether someone was to be on site and Crater confirmed. Marshall questioned the rationale of 20 guests. The fire chief explained that based on guidance from the state fire marshal he thought it should be a maximum of 17. Karnofski mentioned how the maximum in R-3 was 12 guests. Jensen questioned a Crater confirmed that it would just be one rental, not multiple rentals of individual rooms. Councilmember Marshall asked Chief Wright about calls to the vacation rental at 218 Myrtle. He responded that there weren't any. Councilmember Chambreau wondered what happens if 211 Pearl is not a vacation rental. He felt he didn't have enough information from the neighbors. Councilmember Marshall noted there was a report provided by the planning commission that had voted against the recommendation. He further explained that the zoning table did not have "P" for prohibited which meant the council needed to decide. Crater felt that two of the conditions presented to the planning commission had not transferred to the version for the council. He wanted to provide those. Karnofski stated she supported the extra conditions Forner had discussed.

ACTION: Leave as a discussion item for the next meeting with additional conditions to be added.

2. Ordinance Establishing 2015 Property Tax Levy and Certification

The Mayor explained that the hearing would held at the next meeting.

ACTION: Move to business at the next meeting.

3. Ordinance Establishing the 2015 Pay Table

Mayor Cassinelli explained that the requested changes had been made. Jensen liked how the corrections were illustrated. **ACTION: Move to business at this meeting**

(Marshall/Chambreau) 5 Ayes 0 Nay 0 Abstain

4. Promotion for Utility Worker

ACTION: Move to business at this meeting. (Marshall/Jensen) 5 Ayes 0 Nay 0 Abstain

5. Interlocal Agreement between the City of Ilwaco and the Port of Ilwaco for fire

protection Jensen explained that he and Karnofski had met with Chief Williams. The agreement would provide more consistency for the city, but explained that he wanted a **better method** of determining the value of the property to be covered. Marshall thought the agreement was a great thing.

ACTION: Move to business at this meeting. (Karnofski/Marshall) 5 Ayes 0 Nay 0 Abstain

6. Private Sewer Lines – Definitions, Process and Responsibilities

Councilmember Marshall explained the legislation. Councilmember Jensen felt that it was not all necessary. The Mayor suggested that they have the attorney review the legislation.

ACTION: Leave as discussion item.

7. Elizabeth Avenue Improvement Project and Sidewalk Project Closeout

ACTION: Move to business at this meeting. (Chambreau/Marshall) 5 Ayes 0 Nay 0 Abstain

L. Correspondence and Written Reports

M. Adjournment

ACTION: Motion to adjourn the meeting (Jensen). Mayor Cassinelli adjourned the meeting at 7:52 p.m.

Mike Cassinelli, Mayor

Elaine McMillan, Treasurer



CITY OF ILWACO AND SEAVIEW SEWER DISTRICT
Special Meeting
Thursday, October 30, 2014

A. Call to Order

Mayor Cassinelli called the meeting to order at 6:03 p.m. Mayor Cassinelli discussed that the past is the past. Ilwaco had brought the idea of the new entity/alliance to Seaview.

B. Flag Salute

C. Introductions: Councilmembers: David Jensen, Vinessa Karnofski, Jon Chambreau, Gary Forner, Fred Marshall (arrived 6:08), Mayor Cassinelli and Treasurer Elaine McMillan. Commission Chair Brett Malin, Commissioners Carol Glenn, Bruce Peterson, District Manager Stu Simonson and District Attorney Doug Goelz.

D. Approval of Agenda: Mayor Cassinelli explained that he and Commission Chair Malin had met to discuss the format of the meeting. Councilmember Marshall interjected that he thought the agenda should be different and passed out a list. Councilmember Chambreau agreed with the recommendation. Councilmember Jensen felt it should be item #6 on the agenda. **ACTION: Motion to approve the agenda with the addition of the list as #6. (Marshall)** There was not a second.

E. Approval of Minutes: The minutes were approved at the Ilwaco City Council meeting at their meeting on October 13, 2014. The minutes were not approved at this meeting.

F. Discussion: There was discussion amongst Councilmember Marshall, Councilmember Jensen, and District Attorney Goelz regarding the wide number of items that would need to be addressed whether a new entity/alliance was created or just a new contract. Councilmember Chambreau suggested that attempting to tackle a few issues at a time might be a good way to proceed. He recommended that Councilmember Marshall and District Attorney Goelz work on addressing the capacity issues with the assistance of Mayor Cassinelli and Chair Malin. He further recommended that Treasurer McMillan review possible changes to the operation and maintenance billing process. There was a general agreement that another meeting would be held on December 4th at 6pm.

G. Adjournment

Mayor Cassinelli adjourned the meeting at 7:25 p.m.

Mike Cassinelli, Mayor

Elaine McMillan, Treasurer



**CITY OF ILWACO
Special Meeting
2015 Budget Workshop
Monday, November 3, 2014**

A. Call to Order

Mayor Cassinelli called the workshop to order at 4:05 p.m.

- B. Present:** Councilmembers: David Jensen, Gary Forner, Vinessa Karnofski, and Jon Chambreau; Treasurer Elaine McMillan, and Seaview Sewer District: Brett Malin and Stu Simonson. Councilmember Fred Marshall arrived at 4:10 pm

C. Discussion

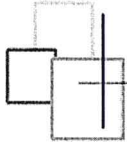
Treasurer McMillan reminded the council of the need to provide for Stormwater projects. She explained how funds from the Streets fund and Excise Reserve fund were now shown in the budget as transfers to the Stormwater fund to assist with providing for the 2015 project. Additionally, there would be a \$1.10 monthly rate increase per parcel. While discussing the Sewer fund, it was explained that it was highly recommended that both UV units be replaced at once. It had been confirmed with Nancy Lockett that it was time to replace them and there would be necessary changes to the control panel as part of the their installation. The treasurer once again explained how sewer revenues had not been meeting the anticipated target. Recently, the rates had been calculated based on 2013 water consumption. To maintain an adequate revenue stream, it appeared that an adjustment to the sewer rate would be needed. A \$1 increase to the base rate was recommended. The treasurer discussed the additional costs of installing the new water filter during 2015. To keep-up with the increasing costs of the water utility, it was determined that a \$1 increase to the base charge would be adequate. The 2014 budget amendment will be prepared; however, this will be the final budget workshop.

D. Adjournment

Mayor Cassinelli adjourned the workshop at 5:25 p.m.

Mike Cassinelli, Mayor

Elaine McMillan, Treasurer



Register

Number	Name	Fiscal Description	Cleared	Amount
37135	Fero, Jimmie W	2014 - November - First meeting		\$1,229.01
37136	Gardner, Daryl W	2014 - November - First meeting		\$1,693.45
37137	Jensen, David	2014 - November - First meeting		\$181.52
37138	Richardson, Troy	2014 - November - First meeting		\$1,394.55
37139	Williams, Thomas R	2014 - November - First meeting		\$889.89
37140	AWC - Life Insurance	2014 - November - First meeting		\$13.40
37141	AWC Employee Benefit Trust	2014 - November - First meeting		\$4,878.45
37142	Dept of Retirement - Def Comp	2014 - November - First meeting		\$280.00
37143	Dept of Retirement Systems	2014 - November - First meeting		\$5,690.01
ACH Pay - 1256	Benson, Austin	2014 - November - First meeting		\$1,091.84
ACH Pay - 1257	Cassinelli, Michael	2014 - November - First meeting		\$422.61
ACH Pay - 1258	Chambreau, Jon H.	2014 - November - First meeting		\$181.52
ACH Pay - 1260	Forner, Gary	2014 - November - First meeting		\$374.26
ACH Pay - 1262	Hazen, Warren M.	2014 - November - First meeting		\$1,919.98
ACH Pay - 1264	Marshall, Fred	2014 - November - First meeting		\$181.52
ACH Pay - 1265	Mc Kee, David A	2014 - November - First meeting		\$1,970.81
ACH Pay - 1266	Mc Millan, Elaine	2014 - November - First meeting		\$1,106.00
ACH Pay - 1267	Mulinix, Vinessa	2014 - November - First meeting		\$180.32
ACH Pay - 1269	Schweizer, Dennis	2014 - November - First meeting		\$1,775.20
ACH Pay - 1270	Smith, Ariel	2014 - November - First meeting		\$1,095.33
ACH Pay - 1271	Staples, Terri P	2014 - November - First meeting		\$469.93
EFT 11-5-14 1	Discovery Benefits	2014 - November - First meeting		\$1,000.00
EFT 11-5-14 2	U.S. Treasury Department	2014 - November - First meeting		\$5,506.39
				\$33,525.99

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Ilwaco, and that I am authorized to authenticate and certify said claims.

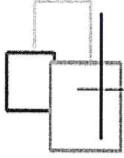
Treasurer

37135 through 37143 and electronic payments totalling \$33,525.99 are approved this 10th day of November, 2014.

Council member

Council member

Council member



Register

Fiscal: 2014

Deposit Period: 2014 - November

Check Period: 2014 - November - First meeting

Number	Name	Print Date	Clearing Date	Amount
Bank of the Pacific	8023281			
Check				
<u>37144</u>	A & E Security Solutions, Inc.	11/10/2014		\$568.65
<u>37145</u>	A-1 Redi Mix	11/10/2014		\$150.92
<u>37146</u>	ABECO Office Systems	11/10/2014		\$78.59
<u>37147</u>	Advanced Analytical Solutions	11/10/2014		\$65.00
<u>37148</u>	Alsco-American Linen Div.	11/10/2014		\$29.81
<u>37149</u>	Arthur J Gallagher Rms, Inc.	11/10/2014		\$123.00
<u>37150</u>	Backflow Management Inc.	11/10/2014		\$900.00
<u>37151</u>	Beach Batteries, Inc	11/10/2014		\$68.68
<u>37152</u>	Cartomation, Inc.	11/10/2014		\$50.00
<u>37153</u>	Cascade Columbia Distribution Co.	11/10/2014		\$5,839.23
<u>37154</u>	Chinook Observer	11/10/2014		\$223.93
<u>37155</u>	City of Ilwaco	11/10/2014		\$2,446.10
<u>37156</u>	City of Long Beach	11/10/2014		\$15,261.69
<u>37157</u>	Code Publishing, Inc.	11/10/2014		\$1,425.69
<u>37158</u>	D J Witmer Company	11/10/2014		\$144.64
<u>37159</u>	Dennis CO	11/10/2014		\$458.07
<u>37160</u>	Englund Marine Supply Inc	11/10/2014		\$1,947.67
<u>37161</u>	Goulter Diamond Bar Ranch	11/10/2014		\$1,333.33
<u>37162</u>	Gray & Osborne, Inc.	11/10/2014		\$10,469.24
<u>37163</u>	HD Fowler Company	11/10/2014		\$2,421.89
<u>37164</u>	Heather Reynolds, Attorney	11/10/2014		\$1,962.00
<u>37165</u>	Home Depot Credit Services	11/10/2014		\$820.53
<u>37166</u>	K & L Supply, Inc.	11/10/2014		\$1,649.34
<u>37167</u>	Lawson Products	11/10/2014		\$66.81
<u>37168</u>	LEAF	11/10/2014		\$129.88
<u>37169</u>	Michael S. Turner	11/10/2014		\$412.00
<u>37170</u>	Nancy McAllister	11/10/2014		\$412.00
<u>37171</u>	Naselle Rock & Asphalt	11/10/2014		\$370.05
<u>37172</u>	Oman & Son	11/10/2014		\$894.45
<u>37173</u>	One Call Concepts, Inc.	11/10/2014		\$11.95
<u>37174</u>	Overhead Door Company of Southwest Washington	11/10/2014		\$39.82
<u>37175</u>	Pacific CO Auditor	11/10/2014		\$73.00
<u>37176</u>	Pacific County Treasurer	11/10/2014		\$66.20
<u>37177</u>	Peninsula Landscape Supply	11/10/2014		\$113.19
<u>37178</u>	Peninsula Sanitation Service, Inc.	11/10/2014		\$342.69
<u>37179</u>	Sid's IGA	11/10/2014		\$123.59
<u>37180</u>	Sunset Auto Parts Inc.	11/10/2014		\$374.48
<u>37181</u>	Tidy By The Sea, LLC	11/10/2014		\$455.00
<u>37182</u>	USA Blue Book	11/10/2014		\$465.42
<u>37183</u>	Verizon Wireless	11/10/2014		\$183.26
<u>37184</u>	Visa	11/10/2014		\$179.00
<u>37185</u>	WA State Dept. Natural Resources	11/10/2014		\$236.43

Number	Name	Print Date	Clearing Date	Amount
<u>37186</u>	WA State Dept. of Ecology	11/10/2014		\$30.00
<u>37187</u>	WA State Dept. of Ecology	11/10/2014		\$30.00
<u>37188</u>	WA State Treasurer	11/10/2014		\$2,952.83
<u>37189</u>	Wadsworth Electric	11/10/2014		\$93.79
<u>37190</u>	Wilcox & Flegel Oil Co.	11/10/2014		\$1,523.86
<u>37191</u>	William R. Penoyar, Attorney at Law	11/10/2014		\$412.00
	Total Check			\$58,429.70
	Total 8023281			\$58,429.70
	Grand Total			\$58,429.70

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Ilwaco, and that I am authorized to authenticate and certify said claims.

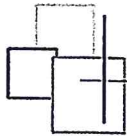
Treasurer

37144 through 37191 totalling \$58,429.70 are approved this 10th day of November, 2014.

Council member

Council member

Council member



Voucher Directory

Vendor	Invoice	Reference	Account Number	Description	Amount
A & E Security Solutions, Inc.					
37144	2014 - November - First meeting				
	Invoice - 11/5/2014 10:48:22 AM				
	125250				
	001-000-000-514-20-31-00			Office & Operating Supplies	\$113.73
	001-000-000-522-10-31-00			Office & Operating Supplies	\$113.73
	101-000-000-543-30-30-00			Office And Operating	\$113.73
	401-000-000-534-00-31-00			Operation & Maintenance	\$113.73
	409-000-000-535-00-31-01			Operations And Maintenance	\$113.73
	Total Invoice - 11/5/2014 10:48:22 AM				\$568.65
Total 37144					\$568.65
Total A & E Security Solutions, Inc.					
A-1 Redi Mix					
37145	2014 - November - First meeting				
	Invoice - 11/5/2014 10:53:09 AM				
	401-000-000-534-00-31-00			Operation & Maintenance	\$37.73
	Total Invoice - 11/5/2014 10:53:09 AM				\$37.73
	Invoice - 11/5/2014 10:53:44 AM				
	401-000-000-534-00-31-00			Operation & Maintenance	\$113.19
	Total Invoice - 11/5/2014 10:53:44 AM				\$113.19
Total 37145					\$150.92
Total A-1 Redi Mix					
ABECO Office Systems					
37146	2014 - November - First meeting				
	Invoice - 11/5/2014 11:19:40 AM				
	1251918-0				
	001-000-000-514-20-31-00			Office & Operating Supplies	\$19.65
	101-000-000-543-30-30-00			Office And Operating	\$19.65
	401-000-000-534-00-31-00			Operation & Maintenance	\$19.65
	409-000-000-535-00-31-01			Operations And Maintenance	\$19.64
	Total Invoice - 11/5/2014 11:19:40 AM				\$78.59
Total 37146					\$78.59
Total ABECO Office Systems					
Advanced Analytical Solutions					
37147	2014 - November - First meeting				
	Invoice - 11/5/2014 10:55:20 AM				
	14863				
	409-000-000-535-00-31-07			Lab Supplies	\$65.00
	Total Invoice - 11/5/2014 10:55:20 AM				\$65.00
Total 37147					\$65.00
Total Advanced Analytical Solutions					
AlSCO-American Linen Div.					
37148	2014 - November - First meeting				
	Invoice - 11/5/2014 10:56:04 AM				
	LPOR1316999				
	001-000-000-576-80-31-00			Office & Operating Supplies	\$7.45
	101-000-000-543-30-30-00			Office And Operating	\$7.45
	401-000-000-534-00-31-00			Operation & Maintenance	\$7.45
	409-000-000-535-00-31-01			Operations And Maintenance	\$7.46
	Total Invoice - 11/5/2014 10:56:04 AM				\$29.81
Total 37148					\$29.81
Total AlSCO-American Linen Div.					
Arthur J Gallagher Rms, Inc.					
37149	2014 - November - First meeting				
	Invoice - 11/5/2014 10:56:49 AM				
	1116142				
	001-000-000-514-20-46-00			Insurance	\$123.00
	Total Invoice - 11/5/2014 10:56:49 AM				\$123.00
Total 37149					\$123.00
Total Arthur J Gallagher Rms, Inc.					
Backflow Management Inc.					
37150	2014 - November - First meeting				
	Invoice - 11/5/2014 10:57:44 AM				
	7231				
	401-000-000-534-00-41-00			Professional Services	\$900.00
	Total Invoice - 11/5/2014 10:57:44 AM				\$900.00
Total 37150					\$900.00
Total Backflow Management Inc.					
Beach Batteries, Inc					
37151	2014 - November - First meeting				
	Invoice - 11/5/2014 10:58:13 AM				

	32107			
	001-000-000-522-10-31-00	Office & Operating Supplies		\$68.68
	Total Invoice - 11/5/2014 10:58:13 AM			\$68.68
Total 37151				\$68.68
Total Beach Batteries, Inc				\$68.68
Cartomation, Inc.				
37152		2014 - November - First meeting		
	Invoice - 11/5/2014 10:47:31 AM			
	001-000-000-557-20-41-00	Ilwaco Web Page		\$50.00
		GIS map storage		
	Total Invoice - 11/5/2014 10:47:31 AM			\$50.00
Total 37152				\$50.00
Total Cartomation, Inc.				\$50.00
Cascade Columbia Distribution Co.				
37153		2014 - November - First meeting		
	Invoice - 11/5/2014 10:59:32 AM			
	628391			
	401-000-000-534-00-31-01	Chemicals		\$3,236.50
	Total Invoice - 11/5/2014 10:59:32 AM			\$3,236.50
	Invoice - 11/5/2014 11:00:05 AM			
	627910			
	401-000-000-534-00-31-01	Chemicals		(\$480.00)
	Total Invoice - 11/5/2014 11:00:05 AM			(\$480.00)
	Invoice - 11/5/2014 11:00:21 AM			
	627362			
	401-000-000-534-00-31-01	Chemicals		\$3,082.73
	Total Invoice - 11/5/2014 11:00:21 AM			\$3,082.73
Total 37153				\$5,839.23
Total Cascade Columbia Distribution Co.				\$5,839.23
Chinook Observer				
37154		2014 - November - First meeting		
	Invoice - 11/5/2014 11:00:42 AM			
	334-14			
	001-000-000-511-30-44-00	Official Publications		\$54.60
	Total Invoice - 11/5/2014 11:00:42 AM			\$54.60
	Invoice - 11/5/2014 11:01:03 AM			
	342-14			
	001-000-000-511-30-44-00	Official Publications		\$24.78
	Total Invoice - 11/5/2014 11:01:03 AM			\$24.78
	Invoice - 11/5/2014 11:01:04 AM			
	343-14			
	001-000-000-511-30-44-00	Official Publications		\$41.30
	Total Invoice - 11/5/2014 11:01:04 AM			\$41.30
	Invoice - 11/5/2014 11:03:02 AM			
	346-14			
	001-000-000-511-30-44-00	Official Publications		\$57.82
	Total Invoice - 11/5/2014 11:03:02 AM			\$57.82
	Invoice - 11/5/2014 12:45:11 PM			
	345-14			
	001-000-000-511-30-44-00	Official Publications		\$45.43
	Total Invoice - 11/5/2014 12:45:11 PM			\$45.43
Total 37154				\$223.93
Total Chinook Observer				\$223.93
City of Ilwaco				
37155		2014 - November - First meeting		
	Invoice - 11/5/2014 11:15:03 AM			
	001-000-000-511-60-47-02	City Sewer - Museum		\$39.75
	001-000-000-514-20-47-02	Water - City Hall		\$50.40
	001-000-000-514-20-47-03	Sewer - City Hall		\$74.55
	001-000-000-514-20-47-04	Storm Drainage		\$25.11
	001-000-000-522-50-47-01	Water		\$188.18
	001-000-000-522-50-47-02	Sewer		\$298.06
	001-000-000-522-50-47-03	Storm Drainage		\$61.14
	001-000-000-572-50-47-01	City Water		\$158.66
	001-000-000-572-50-47-02	City Sewer		\$232.97
	001-000-000-572-50-47-03	Storm Drainage		\$9.83
	001-000-000-575-50-40-02	Community Building Water		\$0.00
	001-000-000-575-50-40-03	Community Building Sewer		\$0.00
	001-000-000-576-80-47-01	Water-Parks, Sprinklers, Blk Lake		\$179.23
	001-000-000-576-80-47-02	Sewer-Parks, Black Lake		\$44.53
	001-000-000-576-80-47-03	Storm Drainage		\$19.65
	409-000-000-535-00-47-02	Water		\$453.17
	409-000-000-535-00-47-03	Sewer		\$581.39
	409-000-000-535-00-47-05	Storm Drainage		\$29.48
	Total Invoice - 11/5/2014 11:15:03 AM			\$2,446.10
Total 37155				\$2,446.10
Total City of Ilwaco				\$2,446.10
City of Long Beach				
37156		2014 - November - First meeting		
	Invoice - 11/5/2014 10:46:02 AM			
	001-000-000-521-10-50-00	Law Enforcement Contract		\$15,261.69
	Total Invoice - 11/5/2014 10:46:02 AM			\$15,261.69
Total 37156				\$15,261.69
Total City of Long Beach				\$15,261.69

Code Publishing, Inc. 37157	2014 - November - First meeting		
	Invoice - 11/5/2014 11:16:57 AM		
	48003		
	001-000-000-511-30-44-00	Official Publications	\$1,425.69
	Total Invoice - 11/5/2014 11:16:57 AM		\$1,425.69
Total 37157			\$1,425.69
Total Code Publishing, Inc. D J Witmer Company 37158	2014 - November - First meeting		
	Invoice - 11/5/2014 11:17:18 AM		
	8150		
	001-000-000-514-20-20-00	Personnel Benefits	\$28.93
	101-000-000-542-30-20-00	Benefits	\$28.93
	401-000-000-534-00-20-00	Benefits	\$28.93
	408-000-000-531-38-20-00	Benefits	\$28.93
	409-000-000-535-00-20-00	Employee Benefits	\$28.92
	Total Invoice - 11/5/2014 11:17:18 AM		\$144.64
Total 37158			\$144.64
Total D J Witmer Company Dennis CO 37159	2014 - November - First meeting		
	Invoice - 11/5/2014 11:28:21 AM		
	001-000-000-514-20-48-00	Repairs & Maintenance	\$163.78
	001-000-000-576-80-31-00	Office & Operating Supplies	\$8.61
	101-000-000-543-30-30-00	Office And Operating	\$42.31
	401-000-000-534-00-31-00	Operation & Maintenance	\$227.44
	409-000-000-535-00-31-01	Operations And Maintenance	\$15.93
	Total Invoice - 11/5/2014 11:28:21 AM		\$458.07
Total 37159			\$458.07
Total Dennis CO Englund Marine Supply Inc 37160	2014 - November - First meeting		
	Invoice - 11/5/2014 11:30:41 AM		
	001-000-000-522-10-31-00	Office & Operating Supplies	\$116.38
	Total Invoice - 11/5/2014 11:30:41 AM		\$116.38
	Invoice - 11/5/2014 11:40:30 AM		
	001-000-000-514-20-48-00	Repairs & Maintenance	\$7.06
	001-000-000-576-80-48-00	Repairs & Maintenance	\$24.82
	401-000-000-534-00-31-00	Operation & Maintenance	\$1,460.57
	409-000-000-535-00-31-01	Operations And Maintenance	\$338.84
	Total Invoice - 11/5/2014 11:40:30 AM		\$1,831.29
Total 37160			\$1,947.67
Total Englund Marine Supply Inc Goulter Diamond Bar Ranch 37161	2014 - November - First meeting		
	Invoice - 11/5/2014 10:47:21 AM		
	409-000-000-535-00-45-00	Spray Sludge Disposal Site	\$1,333.33
	sludge site		
	Total Invoice - 11/5/2014 10:47:21 AM		\$1,333.33
Total 37161			\$1,333.33
Total Goulter Diamond Bar Ranch Gray & Osborne, Inc. 37162	2014 - November - First meeting		
	Invoice - 11/5/2014 11:41:22 AM		
	14476.00-4		
	001-000-000-558-60-41-00	Planner Services	\$756.70
	Total Invoice - 11/5/2014 11:41:22 AM		\$756.70
	Invoice - 11/5/2014 11:47:17 AM		
	13437.00-19		
	101-000-000-595-30-65-00	Roadway Construction	\$3,534.97
	Total Invoice - 11/5/2014 11:47:17 AM		\$3,534.97
	Invoice - 11/5/2014 11:48:02 AM		
	12555.00-27		
	401-000-000-594-34-41-01	Engineering - Plant	\$6,177.57
	Total Invoice - 11/5/2014 11:48:02 AM		\$6,177.57
Total 37162			\$10,469.24
Total Gray & Osborne, Inc. HD Fowler Company 37163	2014 - November - First meeting		
	Invoice - 11/5/2014 11:51:13 AM		
	I3785176		
	401-000-000-534-00-31-00	Operation & Maintenance	\$759.73
	Total Invoice - 11/5/2014 11:51:13 AM		\$759.73
	Invoice - 11/5/2014 11:51:14 AM		
	I3779973		
	401-000-000-534-00-31-00	Operation & Maintenance	\$1,471.04
	Total Invoice - 11/5/2014 11:51:14 AM		\$1,471.04
	Invoice - 11/5/2014 11:51:15 AM		
	I3773887		
	401-000-000-534-00-31-00	Operation & Maintenance	\$191.12
	Total Invoice - 11/5/2014 11:51:15 AM		\$191.12
Total 37163			\$2,421.89
Total HD Fowler Company			\$2,421.89

Heather Reynolds, Attorney 37164	2014 - November - First meeting		
	Invoice - 11/5/2014 12:15:54 PM		
	001-000-000-515-30-41-00	Legal Services	\$1,962.00
	Total Invoice - 11/5/2014 12:15:54 PM		\$1,962.00
Total 37164			\$1,962.00
Total Heather Reynolds, Attorney			\$1,962.00
Home Depot Credit Services 37165	2014 - November - First meeting		
	Invoice - 11/5/2014 12:24:54 PM		
	001-000-000-522-10-31-00	Office & Operating Supplies	\$327.00
	401-000-000-534-00-31-00	Operation & Maintenance	\$493.53
	Total Invoice - 11/5/2014 12:24:54 PM		\$820.53
Total 37165			\$820.53
Total Home Depot Credit Services			\$820.53
K & L Supply, Inc. 37166	2014 - November - First meeting		
	Invoice - 11/5/2014 12:14:36 PM		
	38132		
	101-000-000-542-66-31-00	Ice Control Operating	\$1,649.34
	Total Invoice - 11/5/2014 12:14:36 PM		\$1,649.34
Total 37166			\$1,649.34
Total K & L Supply, Inc.			\$1,649.34
Lawson Products 37167	2014 - November - First meeting		
	Invoice - 11/5/2014 11:54:07 AM		
	9302823126		
	001-000-000-576-80-31-00	Office & Operating Supplies	\$66.81
	Total Invoice - 11/5/2014 11:54:07 AM		\$66.81
Total 37167			\$66.81
Total Lawson Products			\$66.81
LEAF 37168	2014 - November - First meeting		
	Invoice - 11/5/2014 11:54:46 AM		
	5315491		
	001-000-000-514-20-31-00	Office & Operating Supplies	\$22.08
	001-000-000-522-10-31-00	Office & Operating Supplies	\$20.78
	101-000-000-543-30-30-00	Office And Operating	\$22.08
	401-000-000-534-00-31-00	Operation & Maintenance	\$22.08
	408-000-000-531-38-31-01	Operations & Maintenance	\$20.78
	409-000-000-535-00-31-01	Operations And Maintenance	\$22.08
	Total Invoice - 11/5/2014 11:54:46 AM		\$129.88
Total 37168			\$129.88
Total LEAF			\$129.88
Michael S. Turner 37169	2014 - November - First meeting		
	Invoice - 11/5/2014 10:47:04 AM		
	001-000-000-512-50-40-03	Municipal Court Services	\$412.00
		Court services	
	Total Invoice - 11/5/2014 10:47:04 AM		\$412.00
Total 37169			\$412.00
Total Michael S. Turner			\$412.00
Nancy McAllister 37170	2014 - November - First meeting		
	Invoice - 11/5/2014 10:46:55 AM		
	001-000-000-512-50-40-03	Municipal Court Services	\$412.00
		Court services	
	Total Invoice - 11/5/2014 10:46:55 AM		\$412.00
Total 37170			\$412.00
Total Nancy McAllister			\$412.00
Naselle Rock & Asphalt 37171	2014 - November - First meeting		
	Invoice - 11/5/2014 12:00:18 PM		
	24905		
	401-000-000-534-00-31-00	Operation & Maintenance	\$370.05
	Total Invoice - 11/5/2014 12:00:18 PM		\$370.05
Total 37171			\$370.05
Total Naselle Rock & Asphalt			\$370.05
Oman & Son 37172	2014 - November - First meeting		
	Invoice - 11/5/2014 12:05:05 PM		
	001-000-000-576-80-31-00	Office & Operating Supplies	\$86.52
	401-000-000-534-00-31-00	Operation & Maintenance	\$807.93
	Total Invoice - 11/5/2014 12:05:05 PM		\$894.45
Total 37172			\$894.45
Total Oman & Son			\$894.45
One Call Concepts, Inc. 37173	2014 - November - First meeting		
	Invoice - 11/5/2014 11:55:13 AM		
	4109067		
	101-000-000-543-30-30-00	Office And Operating	\$3.98
	401-000-000-534-00-31-00	Operation & Maintenance	\$3.98
	409-000-000-535-00-31-01	Operations And Maintenance	\$3.99
	Total Invoice - 11/5/2014 11:55:13 AM		\$11.95

Total 37173			\$11.95
Total One Call Concepts, Inc.			\$11.95
Overhead Door Company of Southwest Washington			
37174	2014 - November - First meeting		
	Invoice - 11/5/2014 12:09:25 PM		
	14-1031		
	401-000-000-534-00-31-00	Operation & Maintenance	\$39.82
Total Invoice - 11/5/2014 12:09:25 PM			\$39.82
Total 37174			\$39.82
Total Overhead Door Company of Southwest Washington			\$39.82
Pacific CO Auditor			\$39.82
37175	2014 - November - First meeting		
	Invoice - 11/5/2014 12:10:25 PM		
	401-000-000-534-00-41-00	Professional Services	\$73.00
Total Invoice - 11/5/2014 12:10:25 PM			\$73.00
Total 37175			\$73.00
Total Pacific CO Auditor			\$73.00
Pacific County Treasurer			\$73.00
37176	2014 - November - First meeting		
	Invoice - 11/5/2014 12:11:08 PM		
	401-000-000-534-00-41-00	Professional Services	\$66.20
Total Invoice - 11/5/2014 12:11:08 PM			\$66.20
Total 37176			\$66.20
Total Pacific County Treasurer			\$66.20
Peninsula Landscape Supply			\$66.20
37177	2014 - November - First meeting		
	Invoice - 11/5/2014 12:12:40 PM		
	537135		
	401-000-000-534-00-31-00	Operation & Maintenance	\$113.19
Total Invoice - 11/5/2014 12:12:40 PM			\$113.19
Total 37177			\$113.19
Total Peninsula Landscape Supply			\$113.19
Peninsula Sanitation Service, Inc.			\$113.19
37178	2014 - November - First meeting		
	Invoice - 11/5/2014 12:10:02 PM		
	001-000-000-514-20-47-01	Garbage Bills	\$285.22
	409-000-000-535-00-47-04	Garbage Services	\$57.47
Total Invoice - 11/5/2014 12:10:02 PM			\$342.69
Total 37178			\$342.69
Total Peninsula Sanitation Service, Inc.			\$342.69
Sid's IGA			\$342.69
37179	2014 - November - First meeting		
	Invoice - 11/5/2014 12:18:00 PM		
	401-000-000-534-00-31-00	Operation & Maintenance	\$6.74
	409-000-000-535-00-31-01	Operations And Maintenance	\$116.85
Total Invoice - 11/5/2014 12:18:00 PM			\$123.59
Total 37179			\$123.59
Total Sid's IGA			\$123.59
Sunset Auto Parts Inc.			\$123.59
37180	2014 - November - First meeting		
	Invoice - 11/5/2014 11:55:54 AM		
	923-814161		
	001-000-000-522-10-31-00	Office & Operating Supplies	\$18.89
Total Invoice - 11/5/2014 11:55:54 AM			\$18.89
Invoice - 11/5/2014 11:58:42 AM			
	001-000-000-576-80-31-00	Office & Operating Supplies	\$88.89
	401-000-000-534-00-31-00	Operation & Maintenance	\$88.90
	408-000-000-531-38-31-01	Operations & Maintenance	\$88.90
	409-000-000-535-00-31-01	Operations And Maintenance	\$88.90
Total Invoice - 11/5/2014 11:58:42 AM			\$355.59
Total 37180			\$374.48
Total Sunset Auto Parts Inc.			\$374.48
Tidy By The Sea, LLC			\$374.48
37181	2014 - November - First meeting		
	Invoice - 11/5/2014 10:47:58 AM		
	001-000-000-514-20-31-00	Office & Operating Supplies	\$80.00
	001-000-000-522-10-31-00	Office & Operating Supplies	\$40.00
	001-000-000-572-50-41-00	Custodian Library	\$335.00
Total Invoice - 11/5/2014 10:47:58 AM			\$455.00
Total 37181			\$455.00
Total Tidy By The Sea, LLC			\$455.00
USA Blue Book			\$455.00
37182	2014 - November - First meeting		
	Invoice - 11/5/2014 12:28:08 PM		
	482202		
	401-000-000-534-00-31-00	Operation & Maintenance	\$261.11
Total Invoice - 11/5/2014 12:28:08 PM			\$261.11
Invoice - 11/5/2014 12:29:51 PM			
	480975		
	401-000-000-534-00-31-00	Operation & Maintenance	\$204.31
Total Invoice - 11/5/2014 12:29:51 PM			\$204.31
Total 37182			\$465.42
Total USA Blue Book			\$465.42
Verizon Wireless			\$465.42

37183	2014 - November - First meeting	
Invoice - 11/5/2014 12:30:07 PM		
401-000-000-534-00-42-00	Communications	\$183.26
Total Invoice - 11/5/2014 12:30:07 PM		\$183.26
Total 37183		\$183.26
Total Verizon Wireless		\$183.26
37184	2014 - November - First meeting	
Invoice - 11/5/2014 12:30:32 PM		
001-000-000-522-10-31-01	Training/Attendance	\$35.00
401-000-000-534-00-41-04	Professional Services - Computer	\$144.00
Total Invoice - 11/5/2014 12:30:32 PM		\$179.00
Total 37184		\$179.00
Total Visa		\$179.00
WA State Dept. Natural Resources		
37185	2014 - November - First meeting	
Invoice - 11/5/2014 12:32:34 PM		
9095505		
401-000-000-534-00-31-00	Operation & Maintenance	\$236.43
Total Invoice - 11/5/2014 12:32:34 PM		\$236.43
Total 37185		\$236.43
Total WA State Dept. Natural Resources		\$236.43
WA State Dept. of Ecology		
37186	2014 - November - First meeting	
Invoice - 11/5/2014 12:34:07 PM		
Gustafson		
409-000-000-535-00-31-05	Doe Annual Permit	\$30.00
Total Invoice - 11/5/2014 12:34:07 PM		\$30.00
Total 37186		\$30.00
Total WA State Dept. of Ecology		\$30.00
WA State Dept. of Ecology		
37187	2014 - November - First meeting	
Invoice - 11/5/2014 12:33:39 PM		
Hazen		
409-000-000-535-00-31-05	Doe Annual Permit	\$30.00
Total Invoice - 11/5/2014 12:33:39 PM		\$30.00
Total 37187		\$30.00
Total WA State Dept. of Ecology		\$30.00
WA State Treasurer		
37188	2014 - November - First meeting	
Invoice - 11/5/2014 2:16:29 PM		
Nov '13 thru Sept '14		
001-000-000-512-50-40-04	Court Remit TO State	\$2,952.83
Total Invoice - 11/5/2014 2:16:29 PM		\$2,952.83
Total 37188		\$2,952.83
Total WA State Treasurer		\$2,952.83
Wadsworth Electric		
37189	2014 - November - First meeting	
Invoice - 11/5/2014 12:31:40 PM		
20180		
401-000-000-534-00-41-03	Professional Services - Electrician	\$93.79
Total Invoice - 11/5/2014 12:31:40 PM		\$93.79
Total 37189		\$93.79
Total Wadsworth Electric		\$93.79
Wilcox & Flegel Oil Co.		
37190	2014 - November - First meeting	
Invoice - 11/5/2014 2:20:15 PM		
101-000-000-543-30-30-01	Gasoline & Oil Products	\$169.41
401-000-000-534-00-32-00	Gasoline	\$867.08
408-000-000-531-38-32-00	Gas/Oil Products	\$174.10
409-000-000-535-00-32-00	Gas/oil Products	\$313.27
Total Invoice - 11/5/2014 2:20:15 PM		\$1,523.86
Total 37190		\$1,523.86
Total Wilcox & Flegel Oil Co.		\$1,523.86
William R. Penoyar, Attorney at Law		
37191	2014 - November - First meeting	
Invoice - 11/5/2014 10:46:45 AM		
001-000-000-512-50-40-03	Municipal Court Services	\$412.00
Total Invoice - 11/5/2014 10:46:45 AM		\$412.00
Total 37191		\$412.00
Total William R. Penoyar, Attorney at Law		\$412.00
Grand Total	Vendor Count 48	\$58,429.70

Long Beach Police

P.O. Box 795
Long Beach, WA 98631

lbpdchief@centurytel.net

Phone 360-642-2911
Fax 360-642-5273

11-01-14

Page 1 of 3

To: Mayor Cassinelli and Ilwaco City Council

From: Chief Flint R. Wright

Ref.: Monthly Report for November 2014

During the month of November the Long Beach Police Department handled the following cases and calls:

Long Beach

606 Total Incidents

Aid Call Assists: 2

Alarms: 10

Animal Complaints: 14

Assaults: 2

Assists: 55

(Includes 16 Law Enforcement Agency Assists Outside City Boundaries)

Burglaries: 3

Disturbance: 12

Drug Inv.: 11

Fire Call Assists: 2

Follow Up: 106

Found/Lost Property: 16

Harassment: 14

Malicious Mischief: 5

MIP – Alcohol: 6

MIP – Tobacco: 0

Missing Person: 0

Prowler: 1

Runaway: 1

Security Checks: 134

Suspicious: 37

Thefts: 13

Traffic Accidents: 3

Traffic Complaints: 10

Traffic Tickets: 33

Traffic Warnings: 84

Trespass: 5

Warrant Contacts: 17

Welfare Checks: 10

Ilwaco

425 Total Incidents

Aid Call Assists: 0

Alarms: 3

Animal Complaints: 5

Assaults: 5

Assists: 34

Burglaries: 0

Disturbance: 14

Drug Inv.: 2

Fire Call Assists: 0

Follow Up: 67

Found/Lost Property: 6

Harassment: 4

Malicious Mischief: 2

MIP – Alcohol: 0

MIP – Tobacco: 0

Missing Person: 1

Prowler: 0

Runaway: 1

Security Checks: 193

Suspicious: 15

Thefts: 9

Traffic Accidents: 2

Traffic Complaints: 6

Traffic Tickets: 6

Traffic Warnings: 32

Trespass: 6

Warrant Contacts: 8

Welfare Checks: 4

Monthly Report Continued:**Page 2 of 3**

On October 6th the department had firearms range training. We shot a combat style course with our duty handguns.

Officer Tim Mortenson attended training on October 9th and 10th. The name of the course was "Background Investigations for Public Safety Positions". The course dealt with setting up a background investigation file, conducting the background investigation, and writing the background investigation report as well as other related topics.

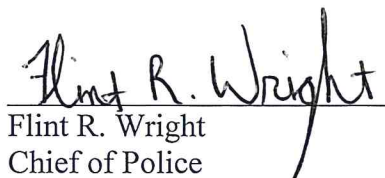
On October 22nd the department received training from the Western States Information Network. This network is part of a nationwide law enforcement database. The training taught the officers what different services are available through WSIN and how to use that information. This training was important because using this database allows us to have access and communication with law enforcement agencies around the nation and world.

I attended training on the 24th. The title of the class was "Applied Leadership Principles". The training dealt with such topics as how good leaders behave, different ways to get others to follow and leadership verses management.

On the 27th I received a thank you letter from Thurston County Sheriff John Snaza for Officer Mike Parker. While Mike was attending the police academy he was an escort for a Lucy Boyd and her family. Miss. Boyd was at the academy participating in the "Chief for a Day" event. A copy of the letter is attached.

I assisted with Child Protection Services on the 28th. They were conducting interviews for a supervisor position in Long Beach. I sat in on the interviews.

Halloween night was busy for the officers. They dealt with a number of disorderly subjects on numerous occasions at a local drinking establishment. A report of the over service at this place of business has been sent to Washington State Liquor Control



Flint R. Wright
Chief of Police



THURSTON COUNTY SHERIFF'S OFFICE

WASHINGTON
SINCE 1852

Timothy P. Braniff, Undersheriff
David A. Pearsall, Chief Deputy
Bradley J. Watkins, Chief Deputy
Todd L. Thoma, Chief Deputy
Heidi I. Thomsen, Finance Manager

JOHN D. SNAZA
Sheriff

2000 Lakeridge Drive SW • Olympia, Washington 98502-6045 • (360) 786-5500

October 20, 2014

Chief Flint Wright
Long Beach Police Department
PO Box 795
Long Beach WA 98631

Dear Chief Wright:

I am writing to express appreciation to Officer Mike Parker for his assistance as a recruit chaperone during the 2014 "Chief for A Day" event at CJTC.

Officer Parker was assigned to escort Thurston County Sheriff's Office Chief Lucy Boyd and her family during the day of this event. His efforts were exemplary and he was a great representative of your agency as part of this worthwhile program that recognizes a child going through a traumatic illness.

Please pass on our gratitude to Officer Parker and thank you again for your continued support of our agency, this program, and our community outreach efforts.

Sincerely,


JOHN D. SNAZA
SHERIFF

JDS:tdg

cc: Undersheriff Timothy P. Braniff
Sergeant Brian Cassidy
Captain Greg Elwin
Chief Deputy Dave Pearsall
Lieutenant Gordon Phillips



CITY OF ILWACO
CITY COUNCIL AGENDA ITEM BRIEFING

A. Meeting Dates: Council Workshop: Public Hearing: 11/10/14
 Council Discussion Item: 10/27/14 Council Business Item: 11/10/14

B. Issue/Topic: **Ordinance establishing 2015 Property Tax Levy and Certification**

C. Sponsor(s):

1. Mike Cassinelli
- 2.

D. Background (overview of why issue is before council):

1. RCW 84.55.120 requires that taxing districts other than the state that collect regular levies must hold a public hearing on revenue sources and adopt a separate ordinance authorizing the increase of property tax. The ordinance and levy certification must be passed for Pacific County to include the City of Ilwaco in the 2015 levy.

E. Discussion (specific details relevant to the issue, pros/cons, alternatives and any other decision-making details)

1. The Pacific County assessor has provided the tax assessed value and levy limit calculation that was used in writing the ordinance and setting the proposed levy amount. The levy certification includes the estimated value of new construction, as well as any estimated utility value, at the recommendation of the tax assessor.

F. Impacts:

1. Fiscal: The property tax levy is a primary revenue source for the City of Ilwaco.
2. Legal:
3. Personnel:
4. Service/Delivery:

G. Planning Commission: ☐ Recommended ☒ N/A ☐ Public Hearing on

H. Staff Comments:

- 1.

I. Time Constraints/Due Dates: Pacific County has requested the levy certification be submitted to them no later than November 17, 2014.

J. Proposed Motion: **1) I move to adopt the ordinance establishing the property tax rate for the 2015 budget. 2) I move to authorize the city treasurer to certify the 2015 levy not to exceed \$209,000 to the Pacific County legislative authority.**

**CITY OF ILWACO
ORDINANCE NO. XXX**

**AN ORDINANCE OF THE CITY OF ILWACO, WASHINGTON, ESTABLISHING
THE PROPERTY TAX RATE FOR THE 2015 BUDGET**

WHEREAS, the City Council of the City of Ilwaco has met and considered its budget for the calendar year 2015; and

WHEREAS, the district's actual levy amount from the previous year was \$ 204,841; and

WHEREAS, the population of this district is less than 10,000.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ILWACO,
WASHINGTON, DOES ORDAIN AS FOLLOWS:**

Section 1. An increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2015 tax year. The dollar amount of the increase over the actual levy amount from the previous year shall be \$2,048, which is a percentage increase of 1% from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Section 2. Effective Date. This Ordinance takes effect and is in full force five (5) days after its passage, approval and publication of an approved summary of the title as provided by law.

**PASSED BY THE CITY COUNCIL OF THE CITY OF ILWACO, AND SIGNED IN
AUTHENTICATION OF ITS PASSAGE THIS XX DAY OF _____, 2014.**

Mike Cassinelli, Mayor

ATTEST:

Ariel Smith, Deputy City Clerk

VOTE	Jensen	Karnofski	Marshall	Chambreau	Forner	Cassinelli
Ayes						
Nays						
Abstentions						
Absent						

PUBLISHED:

EFFECTIVE:



Levy Certification

Submit this document to the county legislative authority on or before November 30 of the year preceding the year in which the levy amounts are to be collected and forward a copy to the assessor.

In accordance with RCW 84.52.020, I, Elaine McMillan,
(Name)

Treasurer, for City of Ilwaco, do hereby certify to
(Title) (District Name)

the Pacific County legislative authority that the Ilwaco City Council
(Name of County) (Commissioners, Council, Board, etc.)

of said district requests that the following levy amounts be collected in 2015 as provided in the district's
(Year of Collection)

budget, which was adopted following a public hearing held on 11/10/14:
(Date of Public Hearing)

Regular Levy: \$209,000.00
(State the total dollar amount to be levied)

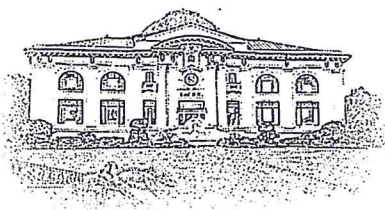
Excess Levy: \$0.00
(State the total dollar amount to be levied)

Refund Levy: \$0.00
(State the total dollar amount to be levied)

Signature: _____

Date: _____

To ask about the availability of this publication in an alternate format for the visually impaired, please call (360) 705-6715. Teletype (TTY) users, please call (360) 705-6718. For tax assistance, call (360) 534-1400.



Pacific County ASSESSOR

BRUCE WALKER

Memo

TO: Cities and Taxing Districts within or co-extensive with Pacific County
FROM: Bruce Walker, Pacific County Assessor
CC: Marie Guernsey, Clerk of the Board
DATE: October 14, 2014
RE: NOTICE TO FILE BUDGETS OR ESTIMATES OF AMOUNTS TO
BE LEVIED BY TAXATION DURING THE YEAR 2015

It is that time of year again for each city and taxing district to file budgets or estimates to be levied during the year of 2015. I have listed below issues that need to be addressed:

Certified budgets or estimates of the amounts to be raised by taxation on assessed valuation of the property in the City or District during 2015 **must be filed with the Clerk of the Board of County Commissioners in order for the County to certify to the County Assessor by November 30, 2014.** (RCW 84.52.020, RCW 84.52.070)

PLEASE NOTE: THE BOARD OF COUNTY COMMISSIONERS INTEND TO HOLD A PUBLIC HEARING ON NOVEMBER 25, 2014 TO CERTIFY LEVIES. THE CLERK OF THE BOARD REQUESTS THAT YOUR DOCUMENTS BE SUBMITTED BY NOVEMBER 17, 2014.

- A taxing district that collects regular levies is to **hold a public hearing on revenue sources for the district's following year's current expense budget.** The hearing **must include consideration of possible increases in property tax revenues and must be held prior to the time the taxing district levies the taxes or requests to have the taxes levied.** (RCW 84.55.120)
- Provide a copy of the legal notice advertising your public hearing to this office and to the Clerk of the Board of County Commissioners.
- Budgets shall clearly indicate an estimate of cash balance at the beginning and ending of each budget period in said budget or estimate. (RCW 84.52.025)
- **Resolution/Ordinance to increase property tax levy.** RCW 84.55.120 requires all taxing districts to adopt a resolution or ordinance in order to

realize any increase in their regular property tax levy other than increases due to new construction, improvements to property, increased value of state-assessed property, annexations, and refunds. The Washington State Department of Revenue has created a form for your use when requesting such an increase in your regular property tax levy. These are available on the DOR website <http://dor.wa.gov/Content/Home/Default.aspx>.

State law requires certain information be included in the resolution or ordinance. Specifically, the resolution or ordinance must state the dollar amount of the increase and the percentage increase over the prior property tax levy. Resolutions or ordinances that do not comply with state law could result in your taxing district receiving an incorrect amount of property tax.

- **Budget Certification.** RCW 84.52.020 requires taxing districts to certify the amount to be raised through property taxation to the county legislative authority. This certification is to be made each year on or before November 30. The amount certified should include the total amount the district intends to levy, including amounts for new construction, improvements to property and so forth.

Please return your Resolutions/Budgets to:

**Clerk of the Board of County Commissioners
P. O. Box 187
South Bend, WA. 98586**

Thank you so much for your immediate attention to this matter. If you have any questions, please feel free to give me a call at (360) 875-9301.

PLEASE NOTE: If a taxing district or city does not submit its certified budget or estimate to the Clerk of the Board of County Commissioners, by November 17, 2014, it will not be included in the levy amounts to be included for the year 2015.

Enclosures: RCW 84.52.020, RCW 84.52.070, RCW 84.55.120, RCW 84.52.025
Fire Protection Budget Form (Pacific County Fire Districts Only)
Levy Certification Form
Ordinance/Resolution Form
2015 Levy Limit (101%) Calculation
2014 Preliminary Assessed Values for 2015 Tax

RCW 84.52.020

City and district budgets to be filed with county legislative authority.

It shall be the duty of the city council or other governing body of every city, other than a city having a population of three hundred thousand or more, the board of directors of school districts of the first class, the superintendent of each educational service district for each constituent second class school district, commissioners of port districts, commissioners of metropolitan park districts, and of all officials or boards of taxing districts within or coextensive with any county required by law to certify to the county legislative authority, for the purpose of levying district taxes, budgets or estimates of the amounts to be raised by taxation on the assessed valuation of the property in the city or district, through their chair and clerk, or secretary, to make and file such certified budget or estimates with the clerk of the county legislative authority on or before the thirtieth day of November.

RCW 84.52.070

Certification of levies to assessor.

It shall be the duty of the county legislative authority of each county, on or before the thirtieth day of November in each year, to certify to the county assessor of the county the amount of taxes levied upon the property in the county for county purposes, and the respective amounts of taxes levied by the board for each taxing district, within or coextensive with the county, for district purposes, and it shall be the duty of the council of each city having a population of three hundred thousand or more, and of the council of each town, and of all officials or boards of taxing districts within or coextensive with the county, authorized by law to levy taxes directly and not through the county legislative authority, on or before the thirtieth day of November in each year, to certify to the county assessor of the county the amount of taxes levied upon the property within the city, town, or district for city, town, or district purposes. If a levy amount is not certified to the county assessor by the thirtieth day of November, the county assessor shall use no more than the certified levy amount for the previous year for the taxing district: PROVIDED, That this shall not apply to the state levy or when the assessor has not certified assessed values as required by RCW 84.48.130 at least twelve working days prior to November 30th.

RCW 84.55.120

Public hearing — Taxing district's revenue sources — Adoption of tax increase by ordinance or resolution.

A taxing district, other than the state, that collects regular levies shall hold a public hearing on revenue sources for the district's following year's current expense budget. The hearing must include consideration of possible increases in property tax revenues and shall be held prior to the time the taxing district levies the taxes or makes the request to have the taxes levied. The county legislative authority, or the taxing district's governing body if the district is a city, town, or other type of district, shall hold the hearing. For purposes of this section, "current expense budget" means that budget which is primarily funded by taxes and charges and reflects the provision of ongoing services. It does not mean the capital, enterprise, or special assessment budgets of cities, towns, counties, or special purpose districts.

If the taxing district is otherwise required to hold a public hearing on its proposed regular tax levy, a single public hearing may be held on this matter.

No increase in property tax revenue, other than that resulting from the addition of new construction, increases in assessed value due to construction of electric generation wind turbine facilities classified as personal property, and improvements to property and any increase in the value of state-assessed property, may be authorized by a taxing district, other than the state, except by adoption of a separate ordinance or resolution, pursuant to notice, specifically authorizing the increase in terms of both dollars and percentage. The ordinance or resolution may cover a period of up to two years, but the ordinance shall specifically state for each year the dollar increase and percentage change in the levy from the previous year.

Dear Taxing District:

Attached is your district's 2015 Preliminary Levy Limit (101%) Calculation. This is an estimate of your Highest Lawful Levy, New Construction and Assessed Value at this time. Utility values may not be received until November. This estimate gives you a good basis to use in your budget process.

Also enclosed is an example LEVY CERTIFICATION & RESOLUTION. The RESOLUTION sets your % of increase over last year, excluding the additional amounts from new construction, utilities and annexations. The LEVY CERTIFICATION is the total dollar amount you want to levy including these additional amounts and should match what is on your budget. If you use a different amount on your budget, it could possibly limit you to a lesser amount.

The example levy certification and resolution reflect what it would be if your district chooses to levy the Highest Lawful Levy. If your district chooses to levy a lesser amount, you'd need to recalculate the dollar amount and percentage on the example resolution. To calculate the percentage, divide what the district wants to levy by last year's actual levy (your actual levy is shown on the resolution already; don't use a different figure unless you confirm with us.) In addition to the percentage you also have to state the dollar amount of the increase. If you are using your own ordinance or resolution make sure you have both the percentage of increase and the dollar amount. If you'd like help with this or verification prior to your budget meeting, please don't hesitate to call *Becky Nissell @ 875-9300 Ext. 2210 or 642-9300 Ext. 2210.*

Blank Resolution and Levy Certification Forms are enclosed for your use, but an electronic fill-in format can be found at www.dor.wa.gov. We encourage the districts to use these available forms because they have all the necessary information and language. To find online-use the form number in the bottom left hand corner of the form or by name using "Levy Certification" and "Ordinance/Resolution".

ESTIMATE

TAX YEAR: 2015
 LEVY LIMIT CALCULATION
 TAXING DISTRICT: TOWN OF ILWACO
 ANNEXED TO A LIBRARY

A.	HIGHEST LAWFUL LEVY SINCE 1985	2014	204,841	
	TIMES LEVY LIMIT - 101%		+ 2,048 1%	
			= 206,889	
B.	VALUE OF THIS YEAR NEW CONSTRUCTION		805,800	
	TIMES PREVIOUS YEARS LEVY RATE	1.833417	+ 1,477	New Const
C.	CURRENT YEARS UTILITY VALUE		1,148,598	
	LESS PREVIOUS YEARS UTILITY VALUE		1,148,598	
	INCREASE IN UTILITY VALUE		0	
	TIMES PREVIOUS YEARS LEVY RATE	1.833417	+ 500 0	Est for Utilities
D.	A+B+C LEVY LIMITATION		208,366	
E.	ASSESSED VALUE ORIGINAL DISTRICT		<u>208,866</u>	
	LEVY RATE ORIGINAL DISTRICT		0.0000	
	ASSESSED VALUE ANNEXED AREA			
F.	LEVY LIMITATION FOR ANNEXATION		0	
G.	LEVY LIMITATION WITH ANNEXATION (D+F)		0	
H.	AMOUNT REFUNDED OR TO BE REFUNDED			
I.	TOTAL LEVY CONTROLLED BY LEVY LIMITATION		208,366	
J.	AMOUNT REQUESTED BY TAXING DISTRICT			
K.	LESSER OF ITEMS I & J		208,366	

TO CALCULATE LEVY RATE

LEVY	208,366
AV	112,378,232
RATE	1.854149
STATUTORY RATE(3.60 - Library) =	
AUTH LEVY	208,366

PRELIMINARY 10/9/2014	PACIFIC COUNTY -		2014 FOR 2015 TAXES		INFORMATION ONLY			
					Values included in Totals			
					2014 NEW CONSTRUCTION	2013 UTILITIES		
CITIES	REAL & PERSONAL ASSESSED VALUE	TIMBER T.A.V	REAL & PERSONAL ASSESSED VALUE	SPECIAL LEVIES				
	INCLUDES UTILITIES							
RAYMOND	\$ 133,486,438	\$ 100,944	\$ 131,197,038		\$ 783,489	\$ 2,422,841		
SOUTH BEND	\$ 76,538,650	\$ 12,969	\$ 74,260,050		\$ 379,200	\$ 2,171,220		
LONG BEACH	\$ 265,963,367	\$ -	\$ 253,480,667		\$ 1,005,613	\$ 3,385,464		
ILWACO	\$ 112,378,232	\$ 51,666	\$ 110,972,732		\$ 805,800	\$ 1,148,598		
OUTSIDE DISTRICTS								
STATE SCHOOL	\$ 2,256,213,396	\$ -	\$ 2,210,775,996		\$ 15,921,716	\$ 29,489,212		
CURRENT EXPENSE	\$ 2,258,426,122	\$ 385,573,117	\$ 2,212,988,722		\$ 15,921,716	\$ 29,489,212		
ROADS	\$ 1,680,059,435	\$ 385,407,531	\$ 1,643,078,235		\$ 12,947,614	\$ 19,361,089		
LIBRARY	\$ 2,124,939,684	\$ 385,472,173	\$ 2,081,791,684		\$ 15,138,227	\$ 26,066,371		
HOSPITAL DIST #2	\$ 625,524,430	\$ 327,511,654	\$ 611,408,230		\$ 3,683,547	\$ 14,863,936		
HOSPITAL DIST #3	\$ 1,632,901,692	\$ 58,061,462	\$ 1,601,580,492		\$ 12,238,169	\$ 14,625,276		
PAC CO EMS #1	\$ 601,920,377	\$ 309,513,390	\$ 587,244,877		\$ 4,128,247	\$ 11,069,217		
FIRE DISTRICTS								
FIRE NO 1	\$ 1,078,680,432	\$ 87,182	\$ 1,055,277,332		\$ 8,520,956	\$ 5,601,203		
FIRE NO 1 - EMS	\$ 1,078,704,532	\$ 226,547	\$ 1,055,301,432		\$ 8,520,956	\$ 5,601,203		
FIRE NO 2	\$ 79,119,978	\$ 618,077	\$ 77,015,578		\$ 1,289,500	\$ 354,291		
FIRE NO 3	\$ 182,578,380	\$ 11,122,001	\$ 176,924,280		\$ 1,788,800	\$ 1,781,936		
FIRE NO 4	\$ 77,020,308	\$ 1,744,228	\$ 75,094,808		\$ 522,700	\$ 1,697,851		
FIRE NO 5	\$ 90,577,436	\$ 82,230	\$ 89,344,236		\$ 171,600	\$ 4,821,921		
FIRE NO 5 - EMS	\$ 90,577,436	\$ 82,230	\$ 89,344,236		\$ 171,600	\$ 4,821,921		
FIRE NO 6	\$ 46,708,032	\$ 423,795	\$ 45,201,232		\$ 496,758	\$ 117,417		
FIRE NO 7	\$ 10,973,182	\$ 211,373	\$ 10,606,882		\$ -	\$ 66,244		
FIRE NO 8	\$ 16,872,467	\$ 1,578,745	\$ 16,354,967		\$ 63,700	\$ 387,167		
GH FIRE DIST #15	\$ 5,226,787	\$ 212,043	\$ 5,093,787		\$ -	\$ 200,173		
GH FIRE DIST #15 - EMS	\$ 12,352,249	\$ 40,638,966	\$ 12,219,249		\$ -	\$ 200,173		
PORT DISTRICTS								
PORT OF WILLAPA	\$ 632,832,796	\$ 294,208,220	\$ 618,595,296		\$ 3,683,547	\$ 14,951,702		
PORT OF ILWACO	\$ 492,624,070	\$ 85,839,286	\$ 483,723,370		\$ 4,516,080	\$ 4,621,449		
PORT OF CHINOOK	\$ 69,140,752	\$ 5,474,941	\$ 67,538,552		\$ 430,300	\$ 1,989,279		
PORT OF PENINSULA	\$ 1,063,823,104	\$ 50,677	\$ 1,043,126,104		\$ 7,291,789	\$ 8,173,082		

I hereby certify the above is the Assessed Valuation of the various taxing districts in Pacific County.

Bruce Walker, Pacific County Assessor - Date

Example



Ordinance / Resolution No. _____
RCW 84.55.120

WHEREAS, the _____ of _____ has met and considered
(Governing body of the taxing district) (Name of the taxing district)
its budget for the calendar year _____; and,

WHEREAS, the districts actual levy amount from the previous year was \$ 204,841.00; and,
(Previous year's levy amount)

WHEREAS, the population of this district is ☐ more than or ☐ less than 10,000; and now, therefore,
(Check one)

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy
is hereby authorized for the levy to be collected in the 2015 tax year.
(Year of collection)

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 2,048.00
which is a percentage increase of 1 % from the previous year. This increase is exclusive of
(Percentage increase)

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines,
any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this _____ day of _____, _____.

If additional signatures are necessary, please attach additional page.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: <http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc>.

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Example



Levy Certification

Submit this document to the county legislative authority on or before November 30 of the year preceding the year in which the levy amounts are to be collected and forward a copy to the assessor.

In accordance with RCW 84.52.020, I, _____,
(Name)

_____, for _____, do hereby certify to
(Title) (District Name)

the _____ County legislative authority that the _____
(Name of County) (Commissioners, Council, Board, etc.)

of said district requests that the following levy amounts be collected in 2015 as provided in the district's
(Year of Collection)

budget, which was adopted following a public hearing held on _____:
(Date of Public Hearing)

Regular Levy: \$209,000.00
(State the total dollar amount to be levied)

→ Should match Budget & include
New Const & Utilities if district
chooses to collect these add'l amounts

Excess Levy: _____
(State the total dollar amount to be levied)

Refund Levy: _____
(State the total dollar amount to be levied)

Signature: _____

Date: _____

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CITY OF ILWACO CITY COUNCIL AGENDA ITEM BRIEFING

A. Meeting Dates: Council Workshop: Public Hearing:
Council Discussion Item: 10/27/14 Council Business Item:
11/04/14

B. Issue/Topic: **Private Sewer Lines – Definitions, Process and Responsibilities**

C. Sponsor(s):

1. Marshall

2.

D. Background (overview of why issue is before council):

The term “side sewer” is used in the Ilwaco Municipal Code (“IMC”) but is not defined. The City has identified obvious sewer *main* lines as “private”. The term “side sewer” is being used by the City government in reference to these lines. They are, for all intents and purposes, “private sewer mains”. Yet, “private sewer mains” are not defined in the IMC. This lack of distinction and definition has led to misunderstanding and confusion. That they exist as such has been documented by the City but the list has not been published. Accordingly, these sewer lines cannot be properly understood by property owners and cannot be referred to for corrective actions. New construction of private sewer mains has been ad hoc and often substandard.

E. Discussion (specific details relevant to the issue, pros/cons, alternatives and any other decision-making details)

Some simple definitions, process and responsibilities can be established that will clear up the status quo and the intent of the City Council.

No change from working definitions or current responsibilities is envisioned or intended in this proposed legislation.

New construction of private sewer mains must meet City standards and generally become part of the wastewater utility. This eliminates future installation of substandard sewer mains which, while nonetheless a requirement of the IMC, remains a serious concern of the City Council for lack of consistent outcomes in the past.

The proposed Ordinance, attached, introduces definitions for “*Side sewer*” and for “*Private sewer main*”. It does not strike any existing language from the IMC. It introduces new language for the IMC that deals with process and responsibilities to set standards for construction of private sewer mains and match current practice regarding maintenance of side sewers. It provides for ownership and responsibility of such sewer mains to be conveyed to the City under most normal circumstances. It also changes “Developer Standards” to “Development Standards” throughout and in the title of the Developer Standards document.

The proposed Resolution, requires the City publish an inventory of private sewer mains.

F. Impacts:

1. Fiscal:
2. Legal: The city attorney has reviewed and her comments are attached, as well as Councilmember Marshall's response.
3. Personnel: Nancy Lockett has reviewed the proposed ordinance
4. Service/Delivery:

G. Planning Commission: ☐ Recommended ☒ N/A ☐ Public Hearing on

H. Staff Comments:

- 1.

I. Time Constraints/Due Dates:

Proposed Motion: I move to enact the Ordinance that establishes definitions for side sewers, private sewer mains and establishes process and responsibilities for private sewer mains and to enact the Resolution that establishes the requirement for publishing a list that identifies private sewer mains in the City of Ilwaco.

**CITY OF ILWACO
RESOLUTION NO. 2014-XX**

**A RESOLUTION OF THE CITY OF ILWACO, WASHINGTON, REQUIRING
IDENTIFICATION AND PUBLICATION OF PRIVATE SEWER MAINS.**

WHEREAS, it is the desire of the City Council to further the establishment of documentation of City-identified private sewer mains,

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ILWACO,
WASHINGTON, DOES RESOLVE AS FOLLOWS:**

Section 1. The City shall publish by January 1, 2015, a map of private sewer mains, a list of those sewer mains using a naming convention deemed suitable for identification and clarity in written correspondence and a list of tax parcels connected to each of those private sewer mains.

Section 2. The City shall maintain this list with current information thereafter.

Section 3. Severability. If any section, sentence, clause or phrase of this resolution shall be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this resolution.

Section 4. This resolution, being an exercise of power specifically delegated to the city legislative body, is not subject to referendum and shall take effect five (5) days after passage by the City Council.

**PASSED BY THE CITY COUNCIL OF THE CITY OF ILWACO, AND SIGNED IN
AUTHENTICATION OF ITS PASSAGE THIS ____ DAY OF _____, 2014.**

Mike Cassinelli, Mayor

ATTEST:

Ariel Smith, Deputy City Clerk

VOTE	Jensen	Karnofski	Marshall	Chambreau	Forner	Cassinelli
Ayes						
Nays						
Abstentions						
Absent						

EFFECTIVE:

Resolution 2014-XX

Page 1 of 1

**CITY OF ILWACO
ORDINANCE NO.XXX**

AN ORDINANCE OF THE CITY OF ILWACO, WASHINGTON DEFINING “SIDE SEWER” AND “PRIVATE SEWER MAIN”; AUGMENTS PROCESS AND RESPONSIBILITIES THEREOF AND ADOPTS USE OF “DEVELOPMENT STANDARDS” IN PLACE OF “DEVELOPER STANDARDS”.

WHEREAS, the Ilwaco Municipal Code refers to “side sewers” but has no definition for side sewers; and

WHEREAS, the City has identified private sewer mains but has no definition for private sewer mains; and

WHEREAS, the City Council recognizes the need for clarity of language used and efficiency of City staff processes; and

WHEREAS, the City Council recognizes that the use of “Development Standards” is appropriate inasmuch as the standards apply to the City as well as private developers; and

WHEREAS, the City Council did meet at said time and place and did then consider the matter of said proposed policies; and

WHEREAS, the said proposed legislation is within the authority of the City Council to establish,

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ILWACO, WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. Adopt the attached modification to the Ilwaco Municipal Code Chapter 14 Development Standards

Section 2. *Severability.* If any one or more sections, subsections, or sentences of this ordinance are held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this ordinance and the same shall remain in full force and effect.

Section 3. *Effective Date.* This Ordinance takes effect and is in full force five (5) days after its passage, approval and publication of an approved summary of the title as provided by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF ILWACO, AND SIGNED IN AUTHENTICATION OF ITS PASSAGE THIS XX DAY OF _____, 2014

Mike Cassinelli, Mayor

ATTEST:

Ariel Smith, Deputy City Clerk

VOTE	Jensen	Karnofski	Marshall	Chambreau	Forner	Cassinelli
Ayes						
Nays						
Abstentions						
Absent						

PUBLISHED:

EFFECTIVE:

Make the following additions to the Ilwaco Municipal Code Title 14

IMC 14.02.20 Definitions

b. “Side sewer” means a privately owned and maintained sewer connection between a building approved wastewater outlet, or other approved facility, to the nearest or most reasonable sewer system main line, public or private, or other approved discharge point.

c. “Private sewer main” means a privately owned and maintained sewer main which has any one of the characteristics: 1) running generally in or along a city street or platted city street right of way or in an established utility easement whether improved or not; 2) connected or connectable to receive wastewater from adjacent parcel side sewers whether improved or not improved; 3) discharges either directly or indirectly into an established City sewer main or other approved discharge point.

14.06.115 Private sewer main permits required.

A. A developer must obtain a permit for any private sewer main installation (generally in a City right of way whether improved or unimproved or in an established utility easement on private property) and connection to the city sewer system. Permits will be issued in accordance with the requirements of .76.116

B. A permit which includes sewer main installation in a public area or the connection with or opening into any public sewer will only be issued to a registered sewer contractor or qualified city employee.

C. A permit for sewer main installation on private property will only be issued if there is a City-approved, established and recorded, public utility easement.

D. Sewer main installation permits are not transferable. No authorized person, including any sewer contractor or qualified city employee, may lay any pipe pursuant to any other person’s permit.

E. The developer must indemnify the city from any loss or damage that may directly or indirectly be caused by the installation of the private sewer main. (Ord. 812 § 1 (part), 2012; Ord. 627 (part), 1999)

14.06.116 New private sewer mains must meet City standards for sewer mains.

A. Sewer main installation permits must be based on a design that meets the City Development Standards per 14.02.10 and is approved by the City Engineer. This requirement includes, and is not limited to, location, materials, manholes and similar accessibility for maintenance.

14.06.117 New private sewer mains to become part of the City Wastewater Utility

A. Upon completion of construction and acceptance by the City, the owner shall convey ownership and responsibility for sewer mains constructed after January 1, 2015 in accordance with 14.06.010. In extraordinary circumstances and upon approval of the City Council, the City may opt to decline such transfer.

14.06.122 Costs of private sewer repairs borne by owners.

- A. The property owners with side sewers connecting to a private sewer main must pay all costs and expenses related to the repairs of the private sewer main, including any necessary resulting repairs, meeting City standards, to sidewalks and streets.**
 - B. Failure to act in a timely manner to effect necessary repairs by the property owners with side sewers connecting to a private sewer main can result in the City taking the necessary action to assure public health and safety. In addition to effecting necessary repairs, such action may include provisions to assure payment such as terminating public utility services and imposing liens on the properties. In such case, the City shall apply City standards for construction and replacement.**
 - C. The owner must indemnify the city from any loss or damage that may directly or indirectly be caused by the installation of the private sewer main. (Ord. 812 § 1 (part), 2012; Ord. 627 (part), 1999)**
 - D. Any agency or entity performing maintenance and construction of streets, sidewalks, pipelines and similar activities that causes damage to the integrity of a private sewer line shall pay all costs and expenses related to the repairs of the private sewer.**
-

- E. Should repairs and/or replacement that are implemented according to plans approved by the City engineer bring an existing private sewer line to City standards, provisions for the City taking over the line shall be as provided for in IMC 15.76.117 including City acceptance.**
- F. Make the following change to the Ilwaco Municipal Code TITLE 14 (throughout)**
- G. Change “Developer Standards” to “Development Standards”**
- H. Change the title of the City of Ilwaco “Developer Standards” document to “Development Standards”**

- B. Prior to construction, the Contractor shall notify the City for a pre-construction meeting.
- C. Work shall be performed only by licensed and bonded contractors with a demonstrated experience in laying public sewer mains of the type being proposed for construction.
- D. Prior to any work being performed, the Contractor shall contact the Public Works Superintendent and provide the Public Works Superintendent with the Contractor's construction schedule. The Contractor will submit changes in the construction schedule to the Public Works Superintendent in a timely manner.
- E. The Contractor shall obtain approval of materials to be used from the City prior to ordering or delivery of materials.
- F. Sewer mains shall be laid only in dedicated street right-of-way or easements shown on preliminary plats or which have been exclusively granted to the City. A street is normally not officially recognized until the plat, which created it has been filed (recorded) with the County Auditor.
- G. Sewer mains shall run parallel to and 5 feet southerly or westerly of street centerline where possible. Sewer mains shall maintain a minimum 10 foot horizontal separation from proposed or existing water mains.
- H. The maximum distance between manholes shall be 400 feet unless specifically approved otherwise by the Public Works Superintendent.
- I. All pipe shall have a minimum of thirty six (36) inches of cover (18" in the case of a side sewer on private property). The City reserves the right to require a minimum of three feet of cover unless topography, existing facilities or other future improvements prohibit this minimum cover for installation.
- J. The minimum slope for 8" gravity mains shall be 0.5% (except the minimum slope for dead end runs shall be 1.0% for 8" gravity mains) and the minimum slope for 6" side sewer laterals shall be 2.0%.
- K. All side sewer laterals shall be of the same material as the main line.
- L. Each side sewer lateral shall be equipped with a 6" x 6" tee, with an approved water-tight cap, located adjacent to, but within, the public right-of-way, to be utilized as a clean-out. When required by either the City's Inspector or Public Works Superintendent, a watertight six-inch capped stub shall be installed which extends vertically from the 6" x 6" tee to within 18 inches of finished grade.

- M. Each side sewer lateral shall have an approved water-tight cap at the termination of the stub. The cap shall be adequately "blocked" to satisfactorily resist air pressure testing.
- N. Each side sewer lateral shall have a twelve (12) foot long 2" x 4" wood "marker" at the termination of the stub. The "marker" shall extend from the bottom of the trench to above finished grade. Above the ground surface, it shall be painted "white" with "S/S" and the depth, in feet, stenciled in black letters 2" high.
- O. Front lot corners shall be staked by a surveyor prior to construction for side sewer tee location(s).
- P. Side sewers shall generally be located at the lowest property corner and located a minimum of 10 feet from the side lot line and extend a minimum of 10 feet past the street right-of-way line (or property line).
- Q. Side sewer connections if allowed directly into manholes shall be constructed to match the sewer main crown (outlet) and the manhole channeled accordingly.
- R. Manholes, where sewer extension may occur, shall be provided with knock-outs and channeled accordingly.
- S. Manholes shall be provided with a 0.10 foot drop across the channel. Pre-channeled manholes are not allowed.
- T. Locking lids shall be provided for all manholes located outside pavement areas and all manhole lids shall have the word "sewer" cast integrally onto its surface. See Standard Details, attached hereto and incorporated herein for all purposes.
- U. Concrete collars shall be placed around all frames per the Standard Details for manholes located in non-paved areas.
- V. Pipe connections to manholes shall be as follows:
 - 1. PVC Pipe - Cast or grout a watertight manhole coupling (see detail) into manhole wall.
 - 2. D.I. Pipe - Both bell and spigot joints and flexible couplings shall be 12" maximum distance from manhole wall.
 - 3. PVC and D.I. pipe, optional - Core the manhole and connect sewer pipe with a water-tight flexible rubber boot in manhole wall, Kor-N-Seal boot or equal.

- f. Channels shall be field poured and made to conform accurately to the sewer grade and shall be brought together smoothly with well rounded junctions, satisfactory to the City Inspector. The channels shall be field poured after the inlet and outlet pipes have been laid and firmly grouted into place at the proper elevation. Allowances shall be made for a one-tenth foot (0.1') drop in elevation across the manhole in the direction of flow. Channel sides shall be carried up vertically from the invert to three-quarters of the diameter of the various pipes. The concrete shelf shall be warped evenly and sloped 3/8" per foot to drain. Rough, uneven surfaces will not be permitted. Channels shall be constructed to allow the installation and use of a mechanical plug or flow meter of the appropriate size.
- g. Drop manholes shall, in all respects, be constructed as a standard manhole with the exception of the drop connection as further detailed herein.
- h. All lift holes shall be completely filled with expanding mortar, smoothed both inside and outside, to insure water tightness.
- i. All steel loops shall be removed, flush with the manhole wall. The stubs shall be covered with mortar and smoothed. Rough, uneven surfaces will not be permitted.
- j. Frames and covers shall be ductile iron. Castings shall be free of porosity, shrink cavities, cold shuts or cracks, or any surface defects which would impair serviceability. Repair of defects by welding, or by the use of "smooth-on" or similar material, will not be permitted. Frames and covers shall be machine finished or ground on seating surfaces so as to assure non-rocking fit in any position and interchangeability of covers. Frames and covers shall be provided with three bolt locking lids. Rings and covers shall be positioned so one of the three locking bolts is located over the manhole steps and shall be adjusted to conform to the final finished surface grade of the street or easement to the satisfaction of the City or agent for the City. Manhole frames and covers shall be as manufactured by "Sather" Manufacturing Company, Model No. 6024-R, or City approved equal.

C. Side Sewer Laterals

1. A side sewer lateral is considered to be that portion of a sewer line that will be constructed between a main sewer line and a property line or easement limit line.
2. All applicable specifications given herein for sewer construction shall be held to apply to side sewer laterals.
3. Side sewers shall be for a single connection only and be a minimum six inch (6") diameter pipe. Side sewers shall be connected to the tee, provided in the sewer main where such is available, utilizing approved fittings or adapters. The side sewer shall rise at a maximum of 45° and a minimum of 2%, from the sewer main.
4. Where there are no basements, the minimum side sewer depth shall be six (6) feet below existing curb line and five (5) feet below ground at the property line, except where existing improvements, proposed improvements or topography may dictate additional depth. The elevations of the side sewer connections shall be of sufficient depth to serve all existing and potential future basements.
5. The Contractor shall provide for each 6 inch side sewer service a twelve (12) foot long 2 inch x 4 inch wooden post which extends from the invert of the end of the 6 inch pipe to above the existing ground. The exposed area of this post shall be painted white and shall have selected thereon in two inch letters (black paint) "S/S" and shall also indicate the depth of the sewer service stub from finished grade.
6. Where no tee or wye is provided or available, connection shall be made by machine-made tap and saddle, only with specific written authorization of the City. The City shall review the exact location and material, list in its evaluation.
7. The maximum bend permissible at any one fitting shall not exceed forty-five degrees (45°). The maximum bend of any combination of two adjacent fittings shall not exceed 45° unless straight pipe of not less than three (3) feet in length is installed between such adjacent fittings, or unless one of the fittings is a wye branch with a cleanout provided on the straight leg.

D. Private Side Sewers

1. Private side sewers are the extension of side sewer laterals located outside of the public rights-of-way or easements granted to the City of Ilwaco.

2. Side sewer pipe located on private property shall be 4" (larger if specifically approved by the City), ductile iron or PVC ASTM D3034 pipe, and shall be installed at a 2% minimum grade (1/4 inch fall per foot). Construction on private property may be performed by owner, but requires a permit and approval by the City.
3. Pipe shall be bedded with pea gravel or clean free draining sand.
4. Six inch sewer pipe is required in the street right-of-way and shall have a 2% minimum grade. Construction in street rights-of-way shall be performed by a licensed side sewer contractor and requires a permit.
5. Side sewer shall be inspected by the City Inspector and/or Public Works Superintendent prior to backfilling. Side sewer shall be plugged and tested in the presence of the City Inspector by filling with water. Leakage rate shall not exceed 0.31 gal./hr. for 4 inch pipe and 0.47 gal./hr. for 6 inch pipe, per 100 feet of pipe.
6. On private property, minimum cover shall be 18" over top of pipe from the point, which is 30" out from house and continuing to the connection with the City's sewer system.
7. Parallel water and sewer lines shall be a minimum of 10 feet apart horizontally wherever possible and have a vertical separation of at least 18" if a vertical crossing is necessary.
8. No more than 100 feet is allowed between cleanouts. Cleanouts are required for bends equal to or greater than 45°. Cleanout shall be a watertight plugged gasketed tee or wye lateral.
9. All pipe joints shall be rubber gasket type.
10. Provide "grease trap" of a size and type approved by the City at all such locations as may be deemed necessary by the City.

E. Testing Gravity Sewers for Acceptance

1. The Contractor and/or Developer shall furnish all facilities and personnel for conducting tests under the observation of the Public Works Superintendent and/or City Inspector. Methods other than Part "B" shall be subject to the approval of the Public Works Superintendent.
2. By way of preparation for testing for leakage, the Contractor and/or Developer shall be required, prior to testing, to clean and flush all gravity sewer lines with an approved cleaning ball and clean water. The

City Clerk

From: Nancy Lockett <nlockett@g-o.com>
Sent: Friday, October 10, 2014 9:17 AM
To: clerk@ilwaco-wa.gov
Subject: RE: Fred's side sewer ordinance

Ariel,

The new Developer Standards provides guidance about side sewers. Chapter 6, Section 6.3, Items I-Q, describe where the side sewers should be located, how they are connected to the City main, etc. Chapter 6, Section 6.4, C. defines side sewer "A side sewer lateral is considered to be that portion of a sewer line that will be constructed between a main sewer line and a property line or easement limit line. This section also provides information regarding how a side sewer is constructed. Chapter 6, Section 6.4, D. defines Private side sewers as "Private side sewers are the extension of side sewer laterals located outside of the public rights-of-way or easements granted to the City of Ilwaco".

I think what would be most useful would be to add to the definition of Private side sewers to say "Private side sewers are the extension of side sewer laterals located outside of the public rights-of-way , easements granted to the City of Ilwaco and sewers located within public rights-of-way or easements constructed by private citizens or developers that have not been formally accepted and dedicated to the City". Or something to that effect.

Nancy

From: City Clerk [mailto:clerk@ilwaco-wa.gov]
Sent: Wednesday, October 08, 2014 10:09 AM
To: 'Nancy Lockett'
Subject: Fred's side sewer ordinance

Nancy,

I am not sure if I have already sent this to you or not, but here is Fred's proposed ordinance on side sewers. He hopes to incorporate this into the development standards.

Thanks,

Ariel Smith
Deputy City Clerk
City of Ilwaco
360-642-3145
clerk@ilwaco-wa.gov
www.ilwaco-wa.gov



*City of Ilwaco is an equal
opportunity provider and employer*

City Clerk

From: Heather Reynolds <heather@reynoldsattorney.com>
Sent: Monday, October 27, 2014 3:32 PM
To: clerk@ilwaco-wa.gov
Cc: 'Nancy Lockett'
Subject: Side Sewers
Attachments: Attny General Opinion on Side Sewers.pdf

Ariel,
I understand the City Council is considering Councilman Marshall's proposed clarification of Title 14 of the Ilwaco City Code this evening. This pertains to development standards and private sewer lines.

The Ilwaco City Code does not define side sewers, which has caused some confusion. It also does not reference the fact some lines considered "side sewers" have the appearance of sewer mains, but have not been accepted by the City as a City responsibility. This component is somewhat unusual, and has its origins, as I understand it, in the early construction of the early system. It appears the City Engineer considers a side sewer to have the same requirements, whether it is a shared main serving more than one property, or a side sewer serving one property. Her suggestion is to have a definition of "side sewer" that includes both elements. That appears to be the norm in most City code definitions. The City of Seattle, for instance, defines "side sewer" as follows: "'Side Sewer' means a privately owned and maintained pipe system which is designed to carry sewage from a plumbing outlet or other approved facility, to the public sewer system or other approved discharge point."

Councilman Marshall proposes to differentiate between "private sewer mains" and "side sewers". In definitions, the City needs to decide whether citizens would find it clearer to have "private sewer mains" and "side sewers", or have any type of sewer pipe that is not owned/accepted by the City be included in the definition of "side sewer". I believe it would be less confusing to have all possible types of "side sewers", including "private sewer mains" included in one definition, rather than two separate definitions that require separate application of processes, but there is no legal mandate for either method.

I am, for your reference, including an attorney general's opinion that has some discussion of the term "side sewer" and its meaning.

Councilman Marshall also proposes mandating the City take ownership of all private sewer mains constructed after 2015. The City would need to decide whether it wants to obligate itself to accept all such sewer mains. Mandatory language is always a concern, as there may be unforeseen circumstances or costs where the City would not want to assume a main line. The City Engineer could advise as to the probability of such a circumstance.

The proposed ordinance also would change the title from "Developer Standards" to "Development Standards". This necessitates also changing the title of the adopted manual, "City of Ilwaco Developer Standards" to the "City of Ilwaco Development Standards". The change of the Manual title is not referenced in the proposed ordinance, and will need to be included if the standards are to be re-titled.

The proposed ordinance requires that the city staff maintain a list of all private sewer mains. Providing public information is always of benefit, although it needs to be reasonable for City staff to meet ordinance requirements. The Council will need to weigh the amount of detail it wants provided in such information.

I would also recommend some changes to the "whereas" clauses, eliminating all reasons other than the need for clarity of definitions. The final "whereas" clauses will need to reflect whether there are two separate definitions involved or just one, and whether the name of the Developer Standards Manual is also to be changed.

Finally I would request, while the City is considering this Title, that the City consider clarifying the distribution of costs and expenses between multiple owners of property, and how those costs are to be assessed by the City if there is no agreement by the owners. This is a situation the City recently experienced, and clarity would be helpful.

Thank you for the opportunity to offer suggestions.

Heather

Heather Reynolds
Attorney at Law
PO Box 145
Astoria, OR 97103
Phone 503-325-8449
Fax 503-338-2969

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Rob McKenna

ATTORNEY GENERAL OF WASHINGTON

1125 Washington Street SE • PO Box 40100 • Olympia WA 98504-0100

February 10, 2011

The Honorable Mark Schoesler
State Senator, District 9
PO Box 40409
Olympia, WA 98504-0409

The Honorable Bill Hinkle
State Representative, District 13
PO Box 40600
Olympia, WA 98504-0600

The Honorable Judy Warnick
State Representative, District 13
PO Box 40600
Olympia, WA 98504-0600

Dear Senator Schoesler and Representatives Hinkle and Warnick:

By letters¹ previously acknowledged, you requested an opinion on a question I paraphrase as follows:

Do cities have the authority to provide information to residents about local agents, brokers, or companies that sell approved private water and sewer line insurance to residents or homeowners?²

BRIEF ANSWER

Cities have the authority to provide utility customers with general information concerning the services the city provides, and the limitations on those services. In order to sell private

¹ The Attorney General's Office originally received Senator Schoesler's request for an opinion by letter dated December 7, 2010. I received a second request from Representatives Hinkle and Warnick by letter dated January 28, 2011. Because both letters ask the same question, I have consolidated them in this response.

² I have rephrased your question in two ways. First, your letters requesting this opinion framed your question as relating to "municipalities or cities," although the background information you provide refers only to cities. The term "municipality" is broad, and includes several types of special-purpose districts that may provide water or sewer service. Because your letters address cities for the most part, this opinion does not consider whether the analysis would be any different for a special-purpose district. Second, your letters ask whether information can be provided to "residents or citizens." I understand your question to relate to the circumstance in which the city acts as a utility provider and, consequently, I refer to the intended recipients of such information as "customers."



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insurance in Washington, a company must be authorized to do so by the state insurance commissioner. RCW 48.05.030. Information as to which insurers, agents, and brokers are authorized to do business in Washington is publicly available through the Office of the Insurance Commissioner. RCW 48.02.120 (records generally available to public except as provided by law); *see also* <http://www.insurance.wa.gov> (insurance commissioner Web site, including function for looking up authorized companies, agents, and providers). Cities may provide such publicly-available information to its customers, but any city doing so should be prepared to justify any basis on which it decides to exclude from the list any providers who are properly authorized and willing to provide the type of insurance in question.

BACKGROUND

By way of general background, any city or town may construct, maintain, and operate “systems of sewerage.” RCW 35.67.020. A system of sewerage includes combined water and sewerage systems. RCW 35.67.010.

Your question involves side sewer and water lines. Side sewer lines collect waste and stormwater from private buildings, such as homes, and connect to the municipality’s sewer system. Side water lines operate in a similar manner in conveying water to buildings. Such side lines are owned by individual property owners. *See Faxe v. City of Grandview*, 48 Wn.2d 342, 349, 294 P.2d 402 (1956). A city is not generally responsible for the maintenance and repair of such areas, since they are owned by private property owners.³ AGO 2009 No. 5, at 2 (describing ownership of side sewers). This general rule is explicitly enunciated in some municipal codes. *See, e.g.*, Seattle Mun. Code 21.16.190 (“Side sewers, whether located in a public or private place, shall be owned, installed, operated, and maintained by the owner or occupant of the premises served.”); Spokane Mun. Code 13.03.0914(A) (“[t]he City assumes no responsibility whatsoever for any side sewers”). Thus, homeowners are responsible for the maintenance of side sewer and water lines, as well as any damage resulting from this portion of the lines, including sewage backups.

Homeowners’ insurance generally does not cover side sewer and water lines. Washington State Office of the Insurance Commissioner, *Homeowner insurance—What’s not covered under your policy*, <http://www.insurance.wa.gov/consumers/home/Homepolicydonotcover.shtml> (last visited Jan. 8, 2011). Additional coverage may be available to cover losses for sewer backups and problems with outside water lines. Sewer backup coverage is available through most insurance companies. *Id.* Your letter indicates some companies offering side sewer and water line coverage have inquired as to whether a municipality may provide information to its customers about local insurers who offer side sewer and water line insurance.

³ A municipality may repair and replace side sewers, if doing so results in increased sewer capacity by reducing infiltration and inflow into the sewer system. AGO 2009 No. 5, at 1.

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Senator Schoesler, Representatives Hinkle and Warnick

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ANALYSIS

With this background in mind, you ask whether cities can provide information to their customers regarding where to acquire insurance coverage for side water and sewer lines. I conclude that the authority to provide publicly-available information is implicit in that city's authority to provide water and sewer service, although other issues may factor into a city's assessment of the wisdom of doing so.

As noted, state law authorizes cities to operate sewerage systems, including combined water and sewage systems. RCW 35.67.020 (providing statutory authority to operate sewerage systems); RCW 35.67.010 (defining "system of sewerage" to include combined water and sewage systems). It naturally follows, from the authority to operate such systems, that cities also have the authority to provide information to the public as to what services they do and do not provide. *See Brown v. MacPherson's, Inc.*, 86 Wn.2d 293, 302, 545 P.2d 13 (1975) (finding an "implicit power [that] supplements the inherent power of all state officials to properly communicate with the public regarding matters of state business"). This is true, even in the absence of a specific statutory delineation of authority, because government officials have implicit authority to inform the public of actions taken in their official capacities. *Gold Seal Chinchillas, Inc. v. State*, 69 Wn.2d 828, 833, 420 P.2d 698 (1966). Accordingly, cities can inform their utility customers about the services they provide. The natural corollary of this principle is that they can describe the limitations on those services; that is, in the case of water and sewer services, cities can explain that they operate the main system, but not the side lines running to and from private buildings.

You ask whether cities may tell their customers not only that the city does not maintain side water and sewer lines, but take the next step of telling them where they can acquire insurance covering such lines. Information identifying insurance companies, as well as insurance agents and brokers, with authority to conduct business in the state, is already a public record through the Office of the Insurance Commissioner. RCW 48.02.160(3) (authorizing the state insurance commissioner to assist members of the public in obtaining information about insurance policies). The insurance commissioner currently makes available information concerning authorized insurers, as well as licensed agents and brokers, on the Internet. *See* <http://www.insurance.wa.gov/> (insurance commissioner Web site, including function for looking up authorized companies, agents, and providers). Just as Washington courts have found implicit authority to communicate a government officer's or agency's own activities, it seems reasonable to conclude that one unit of government may inform the public as to information that they can obtain from another governmental officer or agency. *See Gold Seal Chinchillas, Inc.*, 69 Wn.2d at 833.

Three caveats are appropriate as to this conclusion, however. First, in posing your question, you refer to both "water and sewer line insurance or warranty coverage." Information available through the Office of the Insurance Commissioner is limited to coverage regulated by

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Senator Schoesler, Representatives Hinkle and Warnick

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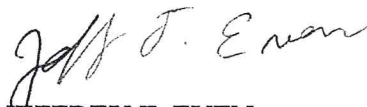
that office. This may not include all coverage that may be offered, particularly when described as a warranty rather than insurance.

Second, my conclusion that a city *may* provide information that is publicly available through another governmental agency does not necessarily mean that it would be *wise* to do anything other than refer citizens to information publicly available through the insurance commissioner. For purposes of this analysis, I assume that a city would not have information within its own public records as to where such coverage can be obtained. It would either need to refer customers to the insurance commissioner or gather the information itself for this purpose. The latter approach would raise risks, including allegations of favoritism, particularly if it appears that the city steers customers to particular providers, or issues of inclusion or exclusion. For a city to affirmatively gather such information for the purpose of referring customers to private businesses would go well beyond the simple act of providing citizens with information concerning the conduct of government. *See Gold Seal Chinchillas, Inc*, 69 Wn.2d at 833.

Third, it is unclear how a city would serve a municipal purpose by gathering such information. The identification of such a purpose would be a preliminary step to determining whether a particular classification of city could exercise its local legislative powers to acquire such information. *See Winkenwerder v. City of Yakima*, 52 Wn.2d 617, 622, 328 P.2d 873 (1958) (describing the legislative powers of charter cities); *see also* RCW 35A.11.020 (describing legislative powers of code cities); RCW 35.23.440 (describing authority of second-class cities); RCW 35.27.370 (describing the legislative authority of towns).

I hope the foregoing information will prove useful. This is an informal opinion and will not be published as an official Attorney General Opinion.

Sincerely,



JEFFREY T. EVEN
Deputy Solicitor General
(360) 586-0728

WROS

City Clerk

From: Fred Marshall <fred@mission-systems-inc.com>
Sent: Thursday, October 30, 2014 3:11 PM
To: City Clerk; City of Ilwaco Mayor; Heather Reynolds; 'Nancy Lockett'; 'David Jensen'; 'Fred Marshall'; 'Gary Forner'; 'Jon Chambreau'; 'Vinessa Mulinix'
Subject: Side Sewer Legislation Discussion / City Attorney Comments

There were a number of things brought up in the last Council meeting that I intend to address as best possible. And, in the meantime, we have received some good comments from Heather and I figured I'd respond to those here. As I mentioned separately, she has provided some good comments.

As to the definitions of "side sewer" and "private sewer main" being combined as "side sewer" or written separately, here is the rationale for making them separate:

Before I present these points, let me paraphrase what I said at the last Council meeting – at least for Heather's benefit:

"When you walk down the street and contemplate the buildings and your vision of their side sewers, you have a pretty good idea of what those are. And, you also have a pretty good idea of where the sewer main is likely located. And, you probably have a notion of who is responsible for what. This common-sense view takes us a long way toward understanding why it should be easy to define them – independent of "ownership" or "responsibility"."

- 1) While it might be fine to have a single, simple definition, such as is used in Seattle to wit:
"Side sewer means a privately owned and maintained pipe system which is designed to carry sewage from a plumbing outlet or other approved facility, **to the public sewer system** or other approved discharge point."

The Seattle definition apparently doesn't appear to include side sewers from multiple buildings that DO NOT connect to the public sewer system. And, yet, that's what we have in Ilwaco.

So, notwithstanding the need to better define "private sewer mains", it appears that separate definitions are needed.

Rather than being confusing, I believe it provides clarity where it is badly needed.

- 2) The Ilwaco Development Standards for a side sewer and for a sewer main are different. So, what we call what's being built determines the standards that are to be used. That seems rather important.
- 3) Our property owners do not understand the logic that says that the sewer main running down the street in front of their building is perhaps ***not*** a City sewer main and that they bear maintenance cost responsibility. Yet, in Ilwaco, that's what we have in many cases. So, rather than confusing people, who are already confused, it seems important to use some common sense language to communicate with them in clear terms. Thus the need for a definition of "private sewer main" .. which colloquially is what runs down the street. It seems we owe them that much.
- 4) There is no current mechanism or process in place that notifies property owners of their liability for maintenance of private sewer mains. There are no property title encumbrances, notices, ...whatever. So, the requirement comes as a surprise. This situation is does not represent good governance. That's a City Council responsibility in my view. We aren't looking out for our property owners if we allow this to continue.

I used the example of a building to be constructed some long distance away from the nearest City sewer main. The assumption was that the building was nearer to a platted street which connected to the location of the City sewer main.

It showed the side sewer going from the building to the nearest point in the platted street.
It showed a “private sewer main” running down the platted street to the nearest City sewer main.

Mayor Cassinelli suggested that the property owner could create a side sewer that stayed out of the platted street and would run all the way to the nearest City sewer main and, thus, be a “side sewer”.

This is an excellent example. And, it could be done.

However, allowing this in any case could well be how we got into the situation we’re in today. That’s because other buildings could be constructed in the vicinity and have the desire to connect to the aforementioned “side sewer”. That’s what’s happened. And there are cases where the City allowed it.

I submit that a sewer line with shared use no longer meets the Seattle definition of a side sewer because a newer building would not be conveying sewage to the public sewer system but, rather, terminating in an existing (always private) “side sewer”. ????

Because the requirements for construction of a side sewer are different than the requirements for a sewer main, we end up with substandard mains if this type of sharing is allowed to happen.

Part of the problem is that lacking focused City oversight, these things happen. In view of that, it seems very appropriate to set some conditions in the Municipal Code that can help alleviate these obvious problems.

Taking a hint from the PUD, our electric company, one is required to bring power into a property and, generally, to extend that installation to the furthestmost property line (to accommodate newer customers on down the line). So, taking that as a possible approach: We might not allow a side sewer to extend for a distance that’s further than the nearest platted street or other public right of way. Rather, we might require that the side sewer terminate in the nearest possible sewer main – and to install that sewer main as part of the construction.

In effect, we may well decide to err on the side of creating more infrastructure meeting sewer main standards.

Here’s a scenario worth pondering:

- 1) A property owner, as in the example I gave at the meeting, is allowed to build a side sewer on his/her own property that extends to the City sewer main and to avoid getting into a platted street or other public right of way with a line meeting sewer “main” standards.

Then, a second property owner decides to build nearby and, if we allow it, would connect to the existing side sewer.

But that’s not a good thing to allow.

So, at this juncture, we might require that the heretofore avoided sewer main be installed. (under other mechanisms, the cost should be shared between the property owners). The property owner with the new construction would see this as an added cost to a current project. The property owner with the existing construction would see this as an unwanted and perhaps unexpected charge. That does not make for good community relations.

If the City fails to enforce the construction of a compliant sewer main at that point (which has happened) then an unacceptable condition would be created: a sewer main “in fact” that does not meet the construction requirements for a sewer main.

- 2) Alternately, if the first property owner is required to build a sewer main up front that would serve his/her property (and others in the future) then an appropriately constructed latecomer agreement can reimburse the first property owner at the expense of the second builder – to share the investment. (In Washington the latecomer agreement can provide for reimbursement over a period not to exceed 15 years).

Which is better?

The second approach is more expensive for the first builder but provides for future reimbursement.

The second approach is a bit more work for the City re: latecomer agreement.

The second approach more easily assures that the City will get appropriate infrastructure moving into the future.

The second approach helps ensure that the City won’t miss the opportunity when the second building is constructed to assure that a compliant sewer main is put in place.

I don't think you can readily talk about these things without a definition of a private sewer main.

Heather asks whether the City would necessarily want to take over new sewer mains.

It's a good legal question but how, in principle, would we not?

That said, I can probably be convinced that "the City shall" could be replaced with "the City will generally".. something like that. But not "the City may".

I suggest that, as a rule, no matter how we word it, the City Wastewater Utility should own and maintain the sewer mains.

But, a loophole for exceptions is probably a good idea. So, we need appropriate wording for that which I will try to construct.

The question was asked, are we talking about the future or the past?

As far as I'm concerned, both.

But, it's understandable that it may be a bit confusing because this legislation is about "both".

At this point, it's common for the bigger developers to build sewer facilities which are conveyed to the City.

The City accepts the facilities at no up-front cost and collects for maintenance in the utility rates.

Generally this is how Cities expand and assure that requirements of the Department of Ecology are not only met at the beginning but on into the future.

We would not want a bunch of private sewer mains all over the City if we could help it – because management of them is too complex and is inefficient.

At this point, we have not referred to such sewer mains as "private sewer mains" even though that's what they are when constructed and that's what they are until properly conveyed to the City (if conveyed).

I see no harm therefore in calling them "private sewer mains" until that happens. So, this is about the future.

We should not allow past practices to continue into the future. I think that's clearly agreed.

However, it's not adequate to have construction standards for sewer mains if side sewer standards are going to be used in certain "extended" situations as the Mayor's good example. It's not the standards that determine *what's* going to be built but rather *how?*. We need to have rules that determine *"what?"* and *"where?"* as we move into the future. If you put lipstick on a pig, it's still a pig. If you call a sewer main a side sewer it's still a sewer main BUT WITHOUT THE APPROPRIATE STANDARDS being required. So our terminology and requirements have to be clear and, hopefully, easy to manage.

As far as the past is concerned, Ilwaco has a large number of private sewer mains in existence. We should be able to talk about them with some clarity. Calling them "side sewers" only makes things murky because, no matter how well defined from a legal point of view, the lack of distinction is lost on our constituents. We need to be looking out for their best interests re: information and clarity.

As long as the maintenance responsibilities for private sewer mains are defined along the same lines as the responsibilities for side sewers then there's nothing lost in that regard. That has been the intent.

As a matter of the past: we desperately need to have language in the City Code that clearly states the maintenance cost for private sewer mains is that of the property owners. It is not good enough for the City Hall staff to impose their "rules" on our constituents. The City Council has to stand up and support this position not only for the sake of clarity but also for the sake of supporting current practice. Calling obvious sewer mains "side sewers" is a sleazy way to get around this issue. We can do better.

I think this pretty much summarizes things up to this point.

I'll work on improving the language.

If any of this isn't clear or seems off the mark, please let me know.

Respectfully,

Fred Marshall
City of Ilwaco Councilmember
PO Box 159
Ilwaco, WA 98624
(360) 642-2073

CITY OF ILWACO
CITY COUNCIL AGENDA ITEM BRIEFING

- A. Meeting Dates: Council Workshop: 9/22,10/6,10/20 & 11/3/14 Public Hearing:
Council Discussion Item: 11/10/14 Council Business Item:
- B. Issue/Topic: **Resolution Amending the Fee Schedule for the 2015 Utility Rates and Connection Charges**
- C. Sponsor(s):
1. Mike Cassinelli 2.
- D. Background (overview of why issue is before council):
1. The City Council worked on the utility rates for an extended period of time. Projections were developed for short and potentially long-term needs of the utilities. Those projections included incremental increases.
- E. Discussion (specific details relevant to the issue, pros/cons, alternatives and any other decision-making details).
1. During the budget workshops, the council reviewed the potential impact of the rate changes on a customer's bill, as well as the impact on the city's budget.
- F. Impacts:
1. Fiscal: The \$1.00 increase to the water base rate and additional consumption tier will provide approximately \$38,000 of additional revenue to the water fund. The \$1.00 increase to the sewer base rate will stabilize the decline in sewer revenues and meet the minimum target. The \$1.10 increase to the stormwater charge will increase revenue by \$11,920 per year.
2. Legal:
3. Personnel:
4. Service/Delivery:
- G. Planning Commission: ☐ Recommended ☒ N/A ☐ Public Hearing on
- H. Staff Comments:
- I. Time Constraints/Due Dates:
- J. Proposed Motion: **I move to adopt the resolution amending the fee schedule for the 2015 sewer, water and stormwater rates and connection charges.**

**CITY OF ILWACO
RESOLUTION NO. 2014-XX**

A RESOLUTION OF THE CITY OF ILWACO, WASHINGTON, AMENDING THE FEE SCHEDULE FOR THE 2015 SEWER, WATER AND STORMWATER RATES AND CONNECTION CHARGES

WHEREAS, it is the desire of the City Council to adjust sewer, water and stormwater rates and connection charges annually, as needed, to align with service costs.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ILWACO, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. Sewer Rates. The minimum monthly base rate for sanitary sewage disposal shall be on a water meter size basis calculated based on the gallons per minute (GPM) flow capacity of the meter, as follows, and all rates and charges outside the Ilwaco city limits shall pay a surcharge of fifty (50) percent of the amount computed.

Meter Size	GPM Flow*	Meter Weight	2014 Rate	2015 Rate
5/8" or 3/4"	30	1.00	\$37.50	\$38.50
1"	50	1.67	\$62.63	\$64.60
1 1/4"	75	2.5	\$93.75	\$96.25
1 1/2"	100	3.33	\$124.88	\$128.21
2"	160	5.33	\$199.88	\$205.21
3"	300	10.00	\$375.00	\$385.00
4"	500	16.67	\$625.13	\$641.41
6"	1000	33.33	\$1,249.88	\$1283.21
8"	1600	53.33	\$1,999.88	\$2053.21

* Washington State Department of Health Financial Viability Manual

In addition to the monthly rate based on meter size, the following rates shall also apply:

Commodity Charge	Rate
▪ For each one hundred (100) cubic feet of metered water. For residential accounts, water consumption for the preceding period on or about March 25 through May 25 and September 25 through November 25 will be averaged <u>semi-annually</u> to determine the amount of sanitary sewer usage that will be charged for each month. For commercial accounts, monthly metered water shall determine the commodity charge assessed for sanitary sewer for that month.	\$8.65
▪ For each one hundred (100) cubic feet of metered sewerage flow (ONLY for large business with sewer flow meter)	\$10.81
▪ For each one hundred (100) cubic feet of metered grey water	\$2.42

Section 2. Water Rates. The minimum monthly rates for all water users shall be on meter size basis calculated based on the gallons per minute (GPM) flow capacity of the meter, as follows, and all rates and charges outside the Ilwaco city limits shall pay a surcharge of fifty (50) percent of the amount computed.

Meter Size	GPM Flow*	Meter Weight	2014 Rate	2015 Rate
5/8" or 3/4"	30	1.00	\$25.90	\$26.90
1"	50	1.67	\$43.25	\$44.92
1 1/4"	75	2.50	\$64.75	\$67.25
1 1/2"	100	3.33	\$86.25	\$89.58
2"	160	5.33	\$138.05	\$143.38
3"	300	10.00	\$259.00	\$269.00
4"	500	16.67	\$431.75	\$448.42
6"	1000	33.33	\$863.25	\$896.58

* Washington State Department of Health Financial Viability Manual

In addition to the monthly rate based on meter size, the following rates shall also apply:

Type of Charge	2014 Rate	2015 Rate
▪ Commodity Rate: For each one hundred (100) cubic feet of water usage	\$3.85	\$3.90
▪ Fire Sprinkler: For each fire sprinkler	\$18.57	\$18.57
▪ Use over 20,000 cubic feet: For each one hundred (100) cubic feet of water usage over 20,000 per month		\$4.15

Section 3. Stormwater property classifications and rates. For the purposes of assessing stormwater utility fees, all properties shall be classified by parcel or lot size and whether they are developed or undeveloped as per the records of the Pacific County Assessor, as follows:

Classification	Description	Rate 2014	Rate 2015
All parcels	Undeveloped commercial and residential	\$3.61	\$4.71
Parcels 6000 SF or less (.14 acres)	Developed residential	\$6.18	\$7.28
	Developed commercial	\$7.21	\$8.31
Parcels greater than 6000 SF (greater than .14 acres)	Developed residential	\$8.24	\$9.34
	Developed commercial	\$9.27	\$10.37

Section 4. Water connection charges. In addition to the foregoing rates and charges, the city shall charge for each building or service connection to the water system a connection charge of two thousand five hundred dollars (\$2,500) per meter equivalent (Ilwaco Municipal Code 13.04.020), and all connections outside the Ilwaco city limits shall pay a surcharge of fifty (50) percent of the amount computed.

All water meter connections for fire sprinkler installation shall be at the rate of one thousand eight hundred dollars (\$1,800) per connection.

Section 5. Sewer connection charges. In addition to the foregoing rates and charges, the city shall charge for each building or service connection to the sanitary sewer system a connection charge of a six thousand two hundred dollars (\$6,200) per proportional equivalent (Ilwaco Municipal Code 13.04.110), and all connections outside the Ilwaco city limits shall pay a surcharge of fifty (50) percent of the amount computed.

Section 6. Severability. If any section, sentence, clause or phrase of this resolution shall be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this resolution.

Section 7. This resolution, being an exercise of power specifically delegated to the city legislative body, is not subject to referendum and shall take effect five (5) days after passage by the City Council.

PASSED BY THE CITY COUNCIL OF THE CITY OF ILWACO, AND SIGNED IN AUTHENTICATION OF ITS PASSAGE THIS XXTH DAY OF _____, 2014.

Mike Cassinelli, Mayor

ATTEST:

Ariel Smith, Deputy City Clerk

VOTE	Jensen	Karnofski	Marshall	Chambreau	Forner	Cassinelli
Ayes						
Nays						
Abstentions						
Absent						

EFFECTIVE:

CITY OF ILWACO
CITY COUNCIL AGENDA ITEM BRIEFING

- A. Meeting Dates: Council Workshop: 9/22/14, 10/6/14, 10/20/14, 11/3/14
Public Hearing: 11/24/13
Council Discussion Item: 11/10/14 Council Business Item: 11/24/13
- B. Issue/Topic: **Ordinance adopting the budget for the City of Ilwaco for 2015**
- C. Sponsor(s):
1. Mike Cassinelli 2.
- D. Background (overview of why issue is before council):
1. The city council is required to pass a budget ordinance to legally adopt the budget for the next year.
- E. Discussion (specific details relevant to the issue, pros/cons, alternatives and any other decision-making details)
1. The managers, mayor, city council and treasurer have put substantial time into the compilation of the budget. Since the city has limited resources, it is imperative that careful thought be put into the planned expenditures.
2. The Mayor's budget message will be released to the public on November 17th prior to the public hearing on November 24th.
- F. Impacts:
1. Fiscal: The proposed budget will be used as a guide for the ensuing calendar year.
2. Legal:
3. Personnel:
4. Service/Delivery:
- G. Planning Commission: ☐ Recommended X N/A ☐ Public Hearing on
- H. Staff Comments:
1.
- I. Time Constraints/Due Dates: The budget must be passed prior to the end of 2014.
- J. Proposed Motion: **I move to adopt the proposed ordinance establishing the 2015 budget for the City of Ilwaco.**

**CITY OF ILWACO
ORDINANCE NO. xxx**

**AN ORDINANCE ADOPTING THE BUDGET FOR THE CITY OF ILWACO,
WASHINGTON, FOR THE FISCAL YEAR ENDING DECEMBER 31, 2015**

WHEREAS, the mayor of the City of Ilwaco, Washington, completed and placed on file with the city treasurer a proposed budget and estimate of the amount of monies required to meet the public expense, bond retirement and interest, reserve funds and expenses of government of said city for the fiscal year ending December 31, 2015, and a notice was published that the council of said city would meet on the 24th day of November 2014 at the hour of 6:00 p.m., at the council chambers of said city, for the purpose of making and adopting a budget for said fiscal year and giving taxpayers within the limits of said city an opportunity to be heard upon said budget; and

WHEREAS, the City Council did meet at said time and place and did then consider the matter of said proposed budget; and

WHEREAS, the said proposed budget does not exceed the lawful limit of taxation allowed by law to be levied on the property within the City of Ilwaco for the purposes set forth in said budget, and the estimated expenditures set forth in said budget being all necessary to carry on the government of said city for said year and being sufficient to meet the various needs of the city during said period.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ILWACO,
WASHINGTON, DOES ORDAIN AS FOLLOWS:**

Section 1. The budget of the City of Ilwaco, Washington, for the year 2015 is hereby adopted at the fund level in its final form and content as set forth herein, three copies of which are on file in the Office of the Clerk.

Section 2. Estimated expenditures, excluding ending fund balances or working capital for each separate fund of the City of Ilwaco, and aggregate totals for all such funds combined, for the year 2015 as set forth following including any exceptions and deferrals noted:

<u>City of Ilwaco Funds</u>	<u>Appropriation</u>
General Fund	912,588
Street Fund	89,405
Tourism Fund	66,164
Excise Reserve Fund	20,000
Water Fund	1,697,162
Water/Sewer Bond Redemption Fund	478,949
Water/Sewer Bond Reserve	-
Stormwater Fund	119,815
Sewer Fund	1,547,377
Total Appropriations	<hr/> 4,931,459

Section 3. The city treasurer is directed to transmit a certified copy of the budget hereby adopted to the State Auditor's Office and to the Association of Washington Cities.

Section 4. The city treasurer is directed to transmit a budget status report to the City Council prior to the City Council meeting on the fourth Monday of each month starting in January 2015, and continuing indefinitely. Such report is to be in a format acceptable to the City Council.

Section 5. Effective Date. This Ordinance takes effect and is in full force five (5) days after its passage, approval and publication of an approved summary of the title as provided by law.

**PASSED BY THE CITY COUNCIL OF THE CITY OF ILWACO, AND SIGNED
IN AUTHENTICATION OF ITS PASSAGE THIS 24TH DAY OF NOVEMBER,
2014.**

Mike Cassinelli, Mayor

ATTEST:

Ariel Smith, City Clerk

VOTE	Jensen	Karnofski	Marshall	Chambreau	Forner	Cassinelli
Ayes						
Nays						
Abstentions						
Absent						

PUBLISHED: November XX, 2014

EFFECTIVE: November XX, 2014

CITY OF ILWACO
CITY COUNCIL AGENDA ITEM BRIEFING

- A. Meeting Dates: Council Workshop: Public Hearing:
 Council Discussion Item: 11/10/14 Council Business Item:
- B. Issue/Topic: **Contract for Technical Services between the City of Ilwaco and the Pacific County Economic Development Council (EDC)**
- C. Sponsor(s):
 1. Mike Cassinelli 2.
- D. Background (overview of why issue is before council):
 1. In the past, the City of Ilwaco has contracted with the Pacific County EDC to provide marketing and research services to promote economic development in the city. By contracting with various entities throughout the county through nominal membership fees, the EDC is able to conduct business services, respond to new business inquiries, distribute informational brochures, host business expos, prepare studies and develop marketing plans to attract desirable businesses and industry to the area.
- E. Discussion (specific details relevant to the issue, pros/cons, alternatives and any other decision-making details)
 1. Contracting with the Pacific County EDC through a nominal membership fee to provide marketing and research services to promote economic development in the city helps leverage the city's dollars by combining our funds with other entities throughout the county.
- F. Impacts:
 1. Fiscal: \$500.00
 2. Legal:
 3. Personnel:
 4. Service/Delivery:
- G. Planning Commission: ☐ Recommended ☐ N/A ☐ Public Hearing on
- H. Staff Comments:
 1.
- I. Time Constraints/Due Dates: Needs to be approved before the end of 2014
- J. Proposed Motion: **I move to authorize the mayor to execute the proposed 2015 Contract for Technical Services between the City of Ilwaco and the Pacific County Economic Development Council.**

CONTRACT FOR TECHNICAL SERVICES

Between

City of Ilwaco

and the

Pacific County Economic Development Council

THIS AGREEMENT is entered into this _____ day of _____, 2014, the City of Ilwaco, hereinafter referred to as the "City", and the Pacific County Economic Development Council, hereinafter referred to as the "EDC".

WITNESSETH:

WHEREAS, the EDC is actively pursuing and facilitating the location and expansion of business and industry in Pacific County through the development of a marketing strategy aimed at attracting new business and industry, the implementation of business assistance programs, the promotion of tourism and retirement living, and the establishment of liaison with local, county and state governments as well as the private business sector to coordinate and promote economic growth and development while preserving the quality of life in Pacific County; and

WHEREAS, the City is undertaking certain activities necessary to promote economic growth and development; and

WHEREAS, the City desires to engage the EDC to render certain technical advice and assistance in connection with such undertakings by the City;

NOW, THEREFORE, the parties do mutually agree as follows:

1. Scope of Service. The EDC will: (a) receive from the City inquiries from businesses and industries indicating an interest in locating in the vicinity of the City and responding to such inquiries with information and materials including, but not limited to, wage rates, employment figures, personal income statistics, site availability and such other data as may be requested; (b) furnish current research data to assist the City in the area of economic growth and development. Such data shall include, but shall not be limited to, surveys of industrial growth within Pacific County, employment, population and general statistical information and other information of similar nature; (c) provide, free of additional charge, published materials prepared by the EDC to such persons as the City may direct plus other reports and studies as the EDC may prepare. Such materials may include, but are not limited to, wage rates, employment figures, personal income statistics and other special reports; and (d) serve as a general research reference service and assist in preparing replies to inquiries about facilities and resources required by new industries which may consider the City's services area for location or expansion.

2. Time of Performance. The services of the EDC are to commence on the first day of January, 2015, and terminate on the thirty-first of December, 2015. The duration of the contract may be extended upon mutual agreement between the parties hereto and pursuant to the terms and conditions of the contract, or terminated by 30 days notice to the other party.

3. Compensation and Method of Payment. The City shall reimburse the EDC for the services as follows:

(a) The total contract price for the period specified in paragraph 2 shall be \$500.00.

(b) Payment shall be due thirty days after receipt of Service Contract, signed by both parties.

(c) The EDC shall submit such properly executed vouchers, invoices, or expenditure reports to the City as are requested.

4. Changes. Either party may request changes in scope of services, performing or reporting standards or compensation amount or method. Proposed changes which are mutually agreed upon shall be incorporated by written amendments to this Agreement.

5. Notices. Written notices to each party shall be sent to the following addresses: Pacific County Economic Development Council, 211 Commercial Street, Raymond, WA 98577 and the City of Ilwaco, P.O. Box 548, Ilwaco, WA 98624.

6. Nondiscrimination. The EDC certifies that it is an equal opportunity employer and that it does not discriminate in its hiring or employment practices or in the provision of any of its services on the basis of membership in any group protected by state or federal law.

7. Liability. The EDC shall hold the City and its officers, agents and employees acting in their official capacity or course of employment, harmless from all suits, claims or liabilities of any nature, for and on account of injuries or damages sustained by any person or property resulting in whole or part from activities or omissions of the EDC, its agents or employees pursuant to this agreement.

8. Subcontracting. The contract is personal to each of the parties thereto and neither party may assign or delegate any of its rights or obligations hereunder except as set forth in this contract.

9. Integrated Document. This contract embodies the contract, terms and conditions between the City and the Pacific County EDC. No verbal agreements or conversations any representatives of either party shall modify or affect the terms and obligations of this contract.

IN WITNESS WHEREOF, the parties here have caused this contract to be executed the date and year first written above.

CITY OF ILWACO

PACIFIC COUNTY ECONOMIC
DEVELOPMENT COUNCIL

By: _____
Mayor

By: _____
President

By: _____
Secretary



**CITY OF ILWACO
PLANNING COMMISSION MEETING
October 29, 2014**

A. Call to Order Chair Beller called the meeting to order at 6:01 p.m.

B. Roll Call

1. Present: Holly Beller, Nansen Malin, Cheri Diehl and Sherri Buckel.
Seat 4 vacant.
2. Staff: Ryan Crater, City Planner, Garrett Phillips from CREST & Ariel Smith, Deputy City Clerk

C. Approval of Minutes

ACTION: Motion to approve the minutes. (Malin/Diehl) 4 Ayes 0 Nays 0 Abstain.

D. Comments by Citizens and Guests Present:

None

E. Staff Reports

Crater mentioned that he would like to work on possibly making some revisions to the Ilwaco Municipal Code regarding the language on vacation rentals. He encouraged the planning commission to take a look at the current language and come up with some possible edits. He is hoping that the planning commission can come up with some ideas on guidelines. He recommended that commission take a look at Long Beach's code for reference.

F. Commissioner Reports

1. Nansen Malin reported that she agreed with Crater; that the language needs to be revised and possibly edited. She would also like to look at the language surrounding group homes and their approved zoning. She mentioned the difference between conditional use permits and special use permits, she thought that might be an idea to implement in Ilwaco.

G. Old Business

1. The Comprehensive Plan Update

Crater presented the housing element of the comp plan. He also introduced Garrett Phillips as a new planner at CREST, Garrett would be helping with the comp plan update and the watershed plan. Crater went into detail about the housing element and answered any questions that the commission posed.

H. New Business

1. Critical Areas Ordinance

Crater presented this item as well, he explained what Mark Daniel from the Watershed Company had put this together. He also walked through the CAO and talked about the elements. Crater stated that this was a standard CAO, in line with what Washington State requires. He also mentioned the edits that he provided. The planning commission was to have their edits to the Clerk by Nov 4th.

I. Adjournment

ACTION: Motion to adjourn the meeting (Beller/Diehl). Malin adjourned the meeting at 7:54 p.m.

Holly Beller, Chair

Recorder